

SLA Engineering Division  
Recommended Practices Manual  
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## Foreword

### Association Statement

The Special Libraries Association (SLA) is an international organization of approximately 12,000 innovative information professionals and their strategic partners.

## I. Introduction

Participation in Division activities is a most gratifying aspect of membership in SLA. These Recommended Practices are intended to serve as a reference for Division Officers and other Division leaders in the development of Practices for their particular unit. Each Division is encouraged to customize its own Practices based on the model presented here. They contain valuable, “must-know” information on Division responsibilities, Association structure, policies and procedures. The Practices delineate the responsibilities of key Division leaders and should aid in the understanding of the relationships among Division leaders, Association officers, and units.

Each Division should maintain approved Practices that define in detail the responsibilities and duties of the individual Division officers, appointed positions and committee chairs, as appropriate for the Division.

Suggested additional content of a Division Recommended Practices Manual:

- A. History and background of Division, including a list of past Division leaders.
- B. The addition or deletion of descriptions of committee chair and appointed positions, and their respective duties, as currently in practice.
- C. Detailed descriptions of existing Division programs (such as specific awards, traditions, special meetings & programs, etc.)
- D. Approved Division policies (such as an Officer Travel Policy).
- E. Calendar of deadlines (such as leadership reports, elections, meeting notifications, etc.).
- F. Copy of the Division Governing Document.

A former Division Chair is often chosen to undertake the preparation and/or updating of the Division Practices Manual. Each Division leader should have a copy of the Division Recommended Practices Manual available. It is important that outgoing Division leaders pass their copies of the Manual to the incoming leaders as soon as election results are known.

Detailed handbooks containing additional information and suggestions for fulfilling the responsibilities of key Division leaders are also available. References to the handbooks are made throughout the Recommended Practices Manual where additional information may be desired.

Please note, handbooks have not been written for all Division leaders. Handbooks can be found at:  
<http://wiki.sla.org/dashboard.action>. (Login required.)

A copy of the Division’s most current Recommended Practices Manual must be sent to the Leadership Department at the Association office. Suggestions for additions and revisions to these Recommended Practices should be forwarded to the Association Leaders leadership department at [leadership@sla.org](mailto:leadership@sla.org).

## Engineering Division

This document represents the Recommended Practices for the Engineering Division of SLA, which was originally established in 1941 under the Science-Technology Division as the Engineering-Astronautics Section and achieved Division status in 1966. The Engineering Division encompasses diverse subjects that represent the interests of the various disciplines of engineering and is concerned with the broad spectrum of technical knowledge pertinent to industry, engineers, and engineering education. Within the Division the Aerospace and the Architecture, Building Engineering, Construction and Design Sections address the specific issues of those two industries.

### A. Definition of Divisions

### 1. Relationship to the Association

The creation of Divisions and their activities are carried on within the framework of the Association's bylaws and policies as determined by the Association's Board of Directors. The Association receives direct impetus in many of its professional activities from the work and support of the Divisions. In turn, Divisions received the benefits of an international body that fosters inter-Division cooperation and collectively promotes the advancement of special librarianship and information services.

Divisions exist to serve their members' special interests and the interests of the Association by planning meetings and programs, issuing publications (such as bulletins and/or newsletters), using new technologies as developed, maintaining online discussion lists and websites, and engaging in special projects (such as organizing professional institutes or seminars and cooperating with other library and professional groups in their respective subject area).

All Division officers and leaders must be members of the Association and members of the Division.

### 2. Relationship to Division Cabinet

The Division Cabinet consists of all SLA Division Chairs and Chairs-Elect. If the Chair or Chair-Elect is unable to attend a meeting of the Division Cabinet, the Division Chair may assign a delegate to attend the meeting. The Division Cabinet represents Division interests on all matters considered by the Board of Directors or acted upon by the Association staff and committees, and the Division Cabinet keeps the Divisions informed of all decisions and policies affecting them. The Division Cabinet is headed by the Cabinet Chair and Chair-Elect, elected by the SLA membership to the Board of Directors.

The Division Cabinet shall hold at least one regular meeting. If there is only one meeting, it shall be held during the Association's annual conference. Special meetings may be held upon call of the Chair or upon written request of eight (8) members of the Cabinet. Joint sessions with the Chapter Cabinet may be requested by the Division Cabinet Chair or the Association President. Meetings of the Division Cabinet shall be open to all Association members.

## II. Division Practices for Officers

### A. Executive Board

The Executive Board is composed of the elected officers of the Division (Chair, Chair-Elect, Past Chair, Secretary, and Treasurer) and Chairs of the Sections (Aerospace and Architecture, Building Engineering, Construction and Design). The Executive Board shall hold a minimum of one meeting annually. Additional meetings may be held by call of the Chair, by established practice, or upon request of another board member. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the Board. Many Divisions hold meetings of their entire board (Executive and Advisory Board) and do not hold separate Executive Board meetings unless otherwise deemed necessary, such as in the case of the resignation of an officer.

#### 1. Voting:

As a practice, boards are encouraged to have conference calls and meetings that include the full board, in which topics are discussed and consensus reached. Federal law and liability concerns require that voting be restricted to members of the Executive Board. Advisory Board members should certainly provide input and recommendations, and there should be opportunities to hear from all sides, but Advisory Board members cannot have voting rights that could, in effect, override the vote of elected members.

#### 2. Electronic Voting:

As SLA divisions are not separately incorporated but rather are merely subdivisions of a single legal entity – SLA, a New York not-for-profit corporation – their Boards and memberships are not governed by the requirements and restrictions contained in the New York Not-for-Profit Corporation Law relating to voting and other governance matters. Only SLA's Board of Directors, certain committees of the SLA Board, and SLA's membership (when voting as an entire membership) are governed by these requirements and restrictions. Consequently, SLA's chapters and divisions are free to institute whatever governance procedures they choose, including all forms of electronic voting.

3. Leadership Code of Responsibility:

The role of leaders in SLA is to advance opportunities for members to share in and accomplish the Vision and Mission of the Association. To ensure that outcome, leaders shall respect and adhere to the code that identifies SLA Leadership's responsibility and accountability to the Association and its members.

Leadership is defined as the leaders and members of the Board of Directors, Association Committees, and Task Forces, as well as the members of Division Executive and Advisory Boards, and Caucus Conveners. The Leadership Code of Responsibility document shall be read and signed by the Executive Board at the beginning of their term.

4. Duties:

The duties of the Executive Board are as follows:

- a. To approve amendments to the Divisions' Governing Documents before presentation to the Advisory Board and Division membership.
- b. To approve Nominating Committee appointments recommended by the Chair of the Nominating Committee.
- c. To approve contracts and/or agreements entered into by the Division.
- d. To appoint a successor in case of the resignation of any officer except the Chair. The Chair-Elect automatically succeeds as Chair if the Chair resigns. A new Chair-Elect is then appointed.

B. Division Chair

This is an elected position for a three year commitment; the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. The Chair-Elect initiates the planning of the conference sessions (to occur the year the person assumes the Chair position) by appointing a Program Planner for Annual Conference. The term of office for each year shall commence on January 1.

Division Chair-Elect

The Division Chair-Elect's duties are as follows:

a. Orientation and Communications:

It is very important for the Division Chair-Elect to read the Division's Governing Document and Recommended Practices to become familiar with the duties of all Division officers. In addition, the Chair-Elect is responsible for attending all orientation sessions provided by SLA, including the Leadership session at the annual conference.

The Division Chair-Elect should take every opportunity to become acquainted with other members of the Division Cabinet, especially the Chairs-Elect of other Divisions. Division Chairs-Elect who are diligent in becoming acquainted with other Cabinet members will find that they are soon well-established in the informal communications network that exists among Division officers.

b. General Duties:

The following duties are essential for the efficient operation of the Division and for the smooth transition of office:

- i. Serves as a member of the Division Executive Board.
- ii. Serves Substitutes for the Division Chair. The Chair-Elect may act in the Chair's absence and perform other duties as specified in the Division's Governing Document and/or Recommended Practices. In the event of disability or withdrawal of the Chair, the title and all duties and obligations shall be assumed by the Chair-Elect.
- iii. Attends meetings. The Division Chair-Elect is required to attend the same meetings as the Division Chair. These are detailed under the Division Chair's responsibilities, Section II.B.2.c of these practices.
- iv. Learns during the year as much as possible about the operation of the Division so that when becoming Chair the following year, a smooth transition will occur.
- v. Appoints Program Planner for Annual Conference and begins preparations for

- collaborating Divisional and Sectional program planning for the SLA Annual Conference & INFO-EXPO (Annual Conference) when Divisional Chair office is held.
- vi. Recruits Advisory Board members to serve during term as Chair.
- vii. Provides the Association Office with the names of all elected Division officers and committee chairs appointed to serve the Division on becoming Chair. Forms for submitting this information are supplied by the Association office. The completed forms should be forwarded to the Association office prior to January 31<sup>st</sup>. Failure to report the names of officers and committee appointees by January 31<sup>st</sup> may result in the omission of these names from the Division's listing on the Association web pages and the timely addition of individual's email addresses to the appropriate discussion list.
- viii. Transfers records to the new Division Chair-Elect. On assuming the office of Chair, all pertinent records should be given to the incoming Division Chair-Elect within twenty (20) days of the Division's January board meeting.
- ix. At the request of the Chair, performs any other duties as required for operation of the Division.
- x. Makes arrangements for the physical or virtual Division Annual Business Meeting and the Board meeting at Annual Conference.

## 2. Division Chair

The Division Chair's duties are as follows:

### a. Communications:

Division Chairs may be asked to speak or act officially on matters that are within their areas of official responsibility and on which they are fully informed. When the Association's official position is known, particularly when it has appeared in writing, it should be quoted to ensure consistency of response. Advice from Association leadership should be sought when the official position is not known. Without exception, new or controversial matters should be referred to the Association President and Executive Director. This is particularly important when drafting a statement that will reflect the Association's position.

Face-to-face interaction at the Annual Conference is the best means of establishing a productive rapport among Cabinet members. Between meetings, various methods of communication can be used to assist the functioning of the informal communications network.

To assure that the Division Chair-Elect is fully informed on all business of the Division and the Division Cabinet, it is important for the Division Chair to share copies of all Division and Association-related correspondence with the Chair-Elect, even if the subject matter seems inconsequential. This keeps the Chair-Elect both informed and prepared to substitute for the Chair, in case of an emergency.

### b. Appointment Duties:

The appointment duties of the Division Chair are to appoint chairs for all committees and other positions as specified in the Division's Recommended Practices Manual. Appointments should be made before the Chair-Elect assumes the office of Chair. Appointments should be made for a specific term of office, and written acceptance should be obtained from each appointee.

Division committees and appointed positions are identified in Section IV of this document.

### c. Meeting Attendance: The following are the specific meeting responsibilities of the Division Chair:

- i. To attend all Division meetings.
- ii. To preside at Division Board meetings. The meetings can be very useful for problem solving and can include the entire Advisory Board.
- iii. To preside at the Division's annual business meeting.
- iv. To attend Division Cabinet meetings and any joint meetings of the Division and Chapter Cabinets at the Association's Annual Conference. If either the Chair or

Chair- Elect is unable to attend a meeting, the Division Chair should appoint another Division member, preferably an elected officer, to represent the Division.

All Division Chairs and Chairs-Elect constitute the Association's Division Cabinet. Attendance at the meetings of the Cabinets is one of the most important responsibilities of Division officers. The Division Cabinet can be truly effective only if all representatives participate.

The Association Office issues a "Call to Meeting" approximately two (2) months before each Board of Directors and Cabinet meeting. This document includes detailed instructions on the preparation of documents for information or action at the Board and Cabinet meetings. The deadline for receipt of documents for placement on the Cabinet's agenda is usually about one month before the meeting.

If the Division Chair has last-minute business to bring to a Division Cabinet meeting, the nature of the business should be brought to the attention of the Division Cabinet Chair a minimum of twenty-four (24) hours before the start of the meeting. All motions, petitions, resolutions, etc., should be written (typed, if possible) in advance.

- v. To attend the Association's Leadership meetings and any orientation and meetings for Division officers moderated by the Division Cabinet Chair and Chair-Elect in person or through means provided by SLA headquarters. This includes the Leadership session occurring at the annual conference.
- vi. To attend the open sessions of the Board of Directors at Annual Conference as an observer.

d. Reporting Duties:

The Division Chair must submit several specific reports that are due at predetermined times during the Association's business year. These reports must be submitted on or before the stated deadlines. Regardless of which Division officer or committee chair has the responsibility for preparation and distribution of a report, the Division Chair is responsible for seeing that all deadlines are met. For additional information refer to Section IV Association Action Deadlines. See also SLA policy entitled *Reporting Requirements for SLA Units*. Timely submission of the Division annual report is required in order to receive the dues allotment the following year.

e. General Duties:

There are several general duties that are crucial to the successful operation of the Division and to the smooth transitions of authority. Among the general duties of the Division Chair are the following:

- i. Serves as the Chair of the Executive Board and Advisory Board.
- ii. Reads the Division's Governing Document and Recommended Practices thoroughly to determine the responsibilities of each Division officer.
- iii. On assuming office, acquires from the Past Chair all of the Division's current records. Those records not needed should be forwarded to the Division archivist. If current records are not received within 20-25 days, contact the departing Chair to request their transfer. Additionally, as the new Division Chair, make sure all Division officers have received their files from their predecessors.
- iv. Collaborates with Program Planner for Annual Conference and Section Chair for annual conference programming. The Chair is specifically responsible for the arrangements for the Board meeting and the annual business meeting.
- v. Reads all the information sent by the Association office and the Division Cabinet Chair via the Leadership discussion list and the Division Cabinet Community of Practice. Both Chair and Chair- Elect should maintain current email listing in their SLA member records.
- vi. Prepares the Division's budget in consort with the Treasurer and other Division leaders.



- vii. Makes decisions on Division policy and refers questions to the appropriate Division officer or the entire Executive and/or Advisory boards.
- viii. Serves as ex-officio member of all committees except the Nominating committee.
- ix. Recommends to the Board any measure that will further the objectives and improve the effectiveness of the Division.
- x. Works with the newsletter Editor, Web Editor, and SLA-DENG discussion list owner to bring all pertinent information before the Division membership.
- xi. Submits a photograph and writes the "From the Chair" columns quarterly for *SciTech News*.
- xii. Informs the Leadership Department at the Association Office at once if the Division appoints a representative to another professional society
- xiii. Informs the Leadership Department at the Association Office of appointment/changes throughout the year of elected and appointed offices.
- xiv. Sends copies of all reports, publicity, etc., to the Division archivist (or other designated Division member) and copies of current correspondence to the Division Chair-Elect.
- xv. Reviews the Strategic Plan periodically for revisions.
- xvi. At the conclusion of term as Division Chair, reviews with the Chair-Elect the responsibilities of the position and any ongoing projects.
- xvii. At the conclusion of term as Division Chair, forwards all current records to the incoming Chair within twenty (20) days of stepping down from office.
- xviii. Organizes non-conference programming when appropriate. Non-conference programs are at the discretion of the Chair.

### 3. Division Past Chair

The Division Past Chair's duties are as follows:

- a. Serves as a member of the Executive Board.
- b. Serves as Chair of the Nominating Committee.
- c. Advises the Chair.
- d. Creates and distributes to the Division list a news digest called "News Digest from the Engineering Division" based on email received from the Leadership list and other sources.
- e. Coordinates the updating of the Division's *Recommended Practices Manual*.
- f. Revises the *Governing Documents*, if needed.
- g. Transfers the Division slide rule to the incoming Chair.
- h. Serves as the Archivist of the Division, if the position of Archivist is not filled.
- i. Undertakes special projects at the request of the Chair.

### C. Secretary

This elected position serves two (2) consecutive years. The term of office shall commence at the beginning of the Division's January board meeting.

The Secretary's duties are as follows:

- 1. Serves as a member of the Executive Board.
- 2. Records and distributes minutes of the Division meetings. Minutes are a record of the proceedings of a meeting. They should contain a record of actions taken at the meeting. Minutes are to be kept not only for the annual business meeting, but also for all Executive Board and Advisory Board meetings of the Division. The first paragraph of the minutes should include the following information:
  - a. Type of meeting; annual business meeting or executive board or advisory board meeting
  - b. The name of the Division
  - c. The date, time and place of the meeting

- d. The name of the convening officer and secretary or their substitutes, and the names of those present
  - e. Whether the minutes of the previous meeting were read and approved or corrected.
  - f. The body of the minutes should contain a separate paragraph for each subject discussed and should include the wording of each motion; the name of the seconder does not need to be entered. The minutes should state if the motion was approved, failed, failed for lack of a second, amended, postponed, or referred. If there is a count taken of a vote on a motion, the count must be recorded.
  - g. Depending on the nature of a committee report, it can be summarized by the secretary or included intact in the minutes. The name and the subject of a guest speaker can be given, but no effort should be made to summarize the speaker's remarks.
  - h. The final paragraph includes the time of adjournment and the signature of the secretary.
- 3. Sends a copy of the minutes to the Leadership Department at the Association Office.
  - 4. Conducts official correspondence and maintains a file of current records as requested by the Division Chair. At the end of the Association year, archival material should be transferred to the Division archivist. It is preferable to have two-year overlapping terms for secretary and treasurer to assure continuity of records.

#### D. Treasurer

This elected position serves two consecutive years plus one month. The term of office shall commence at the beginning of the Division's January Board meeting. Because of year end responsibilities, the term of office ends after the second year's financial statement has been submitted to SLA Headquarters (January 31<sup>st</sup>).

The Treasurer's duties are as follows:

- 1. Serves as a member of the Executive Board.
- 2. Maintains all financial records of the Division in accordance with Association practices and submits required reports to the Association office on time.
- 3. Collects, deposits, and expends funds for the Division as requested and authorized by the Chair.
- 4. Initiates arrangements for the incoming Division Chair to have signing authority by January 31<sup>st</sup>.
- 5. Prepares, signs, and submits an audited annual financial statement for each fiscal year ending December 31<sup>st</sup>. Forms can be accessed on the Association website. The completed form must be submitted to the Director, Finance at the
- 6. Association office by January 31<sup>st</sup>. Each Division's annual financial statement must be certified as to its accuracy by an auditor.
- 7. Reports the fiscal condition of the Division to the Executive Board at each board meeting, with formal written reports submitted to the Board at least twice during the year.
- 8. Prepares a budget with input from the Chair and Program Planner for Annual Conference programming for approval at the first board meeting of each new fiscal year.
- 9. Monitors the Division fund raising activities to ensure that they are in compliance with Association practices.
- 10. During the final month of service, trains the incoming Treasurer and makes arrangements to

transfer funds, etc., to the incoming Treasurer.

### III. Financial Support for Officers:

Funding to attend the SLA Leadership Summit and/or Annual Conference may be made available up to an amount of \$2,500 per year each for the Division Chair, Division Chair-Elect, Aerospace Section Chair, Aerospace Chair-Elect, ABCD Section Chair, ABCD Section Chair-Elect, and Program Planner for Annual Conference. The Secretary and Treasurer would receive up to \$1,500 per year. The Fundraising Chair would receive up to \$1,000 per year. To be eligible for the funding, a request must be made to the Division Treasurer, and must include justification for the request. If the Treasurer determines that monies are available, the request is then sent to the Chair for approval. If more than one officer submits a request for support in one year and funds are limited, the priority of support will be Division Chair, Program Planners, Division Chair-Elect, Section Chair, Secretary and Treasurer. Any additional funding for the Division Past Chair and other Advisory Board members will be voted on by the current Executive Board at the January board meeting. Persons making requests for financial support will submit receipts for all reimbursable expenses to the Treasurer. Officers receiving financial support will be allowed to request reimbursement at the time of event registration/flight booking, with attendees being allowed to make a maximum of two requests per attendee, per event. (Note: Planner attends one Leadership Summit, in the year that they are appointed.)

### IV. Association Action Deadlines:

The chart below indicates action deadlines, responsibilities and activities. These dates are firm with the exception of those about the Annual Conference, which may fluctuate depending upon the year. Deadline dates for conference activities will be distributed during the year by the Association office. Unless otherwise stated, all documents should be submitted to the Association Office.

Date	Responsibility	Activity
Fall	Division Chair	Request for action, if any, by SLA Board of Directors for Leadership Summit. Agenda items for Cabinet Meeting at Leadership Summit. Send to Division Cabinet Chair, and a copy to the Association's Leadership Dept.
January	Division and Section Chairs, Chair-Elects, if possible: Secretary, Treasurer	Attend Leadership Summit or similar event if held.
Date	Responsibility	Activity
January	Division Chair and Chair-Elect	Attend organization-wide Division Cabinet Meeting and Board Meeting (if one is held at the Leadership Summit or equivalent)
January	Division and Section Chair-Elects and newly appointed Program Planner for Annual Conference planning	Attend conference planning meetings at the Leadership Summit or equivalent event.
January	Division and Section Chairs, Chair-Elects, Secretary, Treasurer and all Advisory Board members	Attend Division Board meeting (if one is held at Summit).

January	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv and any other venue noting this is the third call for submissions.
January 31	Division Chair	Submit to SLA Headquarters the roster of names for all Division officers and committee chairs.
January 31	Treasurer	Initiate arrangements for the incoming Chair to have signing authority on the Division account.
January 31	Treasurer	Submit one copy of audited financial statements to SLA Headquarters.
February 1	Division and Section Chairs, Award Committee Chair	Submit articles to <i>SciTech News</i> Editor.
February 1	Webmaster	Post photos of the formal handover and list of new Board members on the Division's website. Email photos and list to Division members.
February 15	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv and any other venue noting this is the final call for submissions.
By February 15	Past Chair	Submit Division documents to the Chair, Webmaster, and/or Archivist.

<b>Date</b>	<b>Responsibility</b>	<b>Activity</b>
February	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv and any other venue noting this is the third call for submissions.
February	Elected Division and Section officers	Submit a signed copy of Leadership Code of Responsibility to SLA Headquarters.
February	Division Chair and Chair-Elect	Participate in the SLA Division Cabinet Chair and Chair-Elect training session.

March 1	Secretary	Submit finalized minutes of Board meetings to Chair, Archivist, and Headquarters.
March 1	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv and any other venue noting this is the final call for submissions. Closing date is during the first week of March.
March	Division and Section Chair, and Executive Board	Establish Nominating Committee.
March (approx)	Division Chair, Section Chair and Program Planner	Finalize copy for annual conference program.
April 1	Division and Section Chairs, Awards Committee Chair	Submit articles to <i>SciTech News</i> Editor.
April	Awards Committee	Notify finalists of the stipend/award decisions.
April (approx)	Awards Committee Chair, Fundraising Chair	Notify Chair/Planner of the number of tickets needed to Division conference events.
May 1 (approx)	Division Chair	Requests for action, if any, by SLA Board of Directors to Annual Conference Board meeting.
April	Division and Section Past Chairs	Form Nominations Committee for approval by Board.
June	Division and Section Chairs and Chair-Elects, Secretary, Treasurer and all Advisory Board members	Attend annual conference.
June	Division and Section Chairs and Chair-Elects, Secretary, Treasurer and all Advisory Board members	Attend all Leadership sessions.
June	Division Chair and Chair-Elect	Attend all Division Cabinet and Board Meetings.
June	Division and Section Chair-Elects and Program Planner for Annual Conference Planning	Attend conference planning meetings.
June	Division and Section Chairs, Chair-Elects, Secretary, Treasurer and all Advisory Board members	Attend Division Board meeting.
June	Division and Section Chairs and Chair-Elects, Secretary, Treasurer and all Advisory Board members	Attend Division Business meeting.

July	Award Committee	Remind recipients of awards that they are required to submit essays by Nov 1 <sup>st</sup> to <i>SciTech News</i> Editor for the December issue.
August 1	Division and Section Chairs, Award Committee	Submit articles to <i>SciTech News</i> Editor.
August 1	Secretary	Submit finalized minutes of Board and Business meetings to Chair, Archivist, and SLA.
Aug	Chair-Elect, Program Planner and/or Professional Development Chair	Submit CE course outlines to SLA Headquarters.
August	Chair-Elect, Program Planner	Send copy of preliminary program to the Fundraising Chair.
August	Division and Section Nominating Committee Chairs	Finalize slate for elected positions.
August	Awards Committee	Contact sponsors associated with Division awards to determine if they are willing to sponsor for the following year.
August 15 (approx.)	Division and Section Nominating Committees	Announce slates of officers to Division/Section members.
September 1	Division and Section Nominating Committees	Distribute ballots to Division/Section members.
September 1	Awards Committee	Remind recipients Awards that they are required to submit articles by Nov 1 <sup>st</sup> to <i>SciTech News</i> Editor for the December issue – if not received.
Sept 15 (approx)	Division Chair	Request for action, if any, by SLA Board of Directors for October meeting.
October 1	Division and Section Nominating Committees	Announce results of elections to Division/Section members.
October	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv noting that this is the first call for submissions.

November 1	Division and Section Chairs, Award Committee Chair	Submit articles to <i>SciTech News</i> Editor.
November (approx)	Division Chair-Elect and Program Planner	Submit preliminary Annual Conference Program with speaker's names, subjects and descriptions of sessions.
November	Awards Committee Chair	E-mail all stipend/award announcements to SLA-DENG listserv noting that this is the second call for submissions.
December 1	Division Chair	Submit annual report to SLA Headquarters. If needed, request funds in addition to regular allotment. Submit nominations (if any) for SLA's awards to SLA Awards Committee.
December 1	All Executive and Advisory Board members	Submit annual report to the Division Chair.
December 15	Awards Committee Chair	Final call for Bonnie Hilditch Award nominations.

## V. Aerospace Section of the Engineering Division

The Aerospace Section was established under the Engineering Division in 1997. Each year a Chair-Elect of the Aerospace Section is elected and assumes duty at the beginning of the Division's January Board meeting. At its annual business meeting, the Section presents the George Mandel Memorial Award honoring a Section member's achievements.

### A. Section Chair

This is an elected position for a three year commitment; the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. The Chair-Elect initiates planning of the conference sessions to occur the year the person assumes the Chair position. The term of office for each year shall commence at the beginning of the Division's January board meeting.

#### 1. Section Chair-Elect

The Section Chair-Elect duties are as follows:

- a. Serves on the Engineering Division's Advisory Board.
- b. Collaborates with Division Program Planner for Annual Conference and Division Chair for annual conference programming. The Section generally organizes one conference session under the Division.
- c. Plans the Section's annual business meeting for the Annual Conference.
- d. Chairs the George Mandel Memorial Award Committee.
- e. Provides the Section Chair with the number of tickets needed for sponsors and

awardees in order to attend the Section's annual business meeting.

f. Assists the Section Chair as needed.

g. Assumes the duties of the Section Chair if he/she is not able to continue.

## 2. Section Chair

The Section Chair duties are as follows:

a. Serves on the Engineering Division's Executive Board.

b. Plans, coordinates, and conducts the Section's annual business meeting at the Annual Conference.

c. Collaborates with Division Program Planner for Annual Conference and Division Chair for annual conference. The Section generally organizes one conference session under the Division.

d. Presents the George Mandel Memorial Award at the Section's annual business meeting, including the stipend check and a certificate or memento.

e. On assuming office, acquires from the Past Chair all of the Section's current records. Those records not needed should be forwarded to the Engineering Division's archivist. (If current records are not received within 20-25 days, contact the departing Chair to request their transfer.)

f. Submits a photograph and writes "From the Chair" columns quarterly for *SciTech News*.

g. Appoints members to the Section's Nominating Committee.

h. Attends leadership training sessions and Association and Division related meetings at the SLA Leadership Summit or equivalent and Annual Conference.

i. Works with the newsletter Editor, Division Web Editor, and SLA- AERO Discussion List Manager to bring all pertinent information before the Section membership.

j. Represents the Section as necessary to the Engineering Division and to SLA, as well as potential corporate or individual sponsors or donors, and solicits donations or contributions from them, as necessary.

k. Addresses issues of retention and recruitment in the Section, including student memberships.

l. Prepares written reports of activities, as needed, for Division Board meetings.

m. Writes and submits an annual report, including a financial statement, to the Division Chair. See Section VII. Practices for Division Structure, D. Sections within Divisions.

## 3. Section Past Chair

The Section Past Chair duties are as follows:

a. Serves on the Engineering Division's Advisory Board.



- b. Chairs the Section's Nominating Committee for election of Section Chair-Elect.
- c. Serves on the George Mandel Memorial Award Committee.
- d. Advises Chair based on previous years' experience.

## B. Awards

The Awards Committee is composed of four to five (4-5) section members, including the Section Chair-Elect, the Section Past Chair and three (3) volunteers. The Section Chair-Elect chairs the committee. The administering of the George Mandel Memorial Award is the major responsibility of this committee.

### The George Mandel Memorial Award

This award was established by the Aerospace Section of the Engineering Division in memory of George Mandel, who passed away on July 16, 1989. George Mandel was a member of the aerospace industry library community for thirty (30) years. At the time of his death in 1989, he was the chief of the Technical Information Services Division at the NASA Lewis Research Center. He also served as Chair of the Aerospace Division in 1977-1978, and a project chair. Mandel was the driving force behind the compilation and publication of the NASA N numbers to DOD AD numbers. This award was established to preserve the goals of the Aerospace Section and keep alive George's belief that participating in professional organizations is important for an individual's growth and development.

The George Mandel Memorial Award was initially sponsored by the Faxon Company and Dr. David Mandel (George Mandel's son) to provide financial support to qualified Aerospace Section members to attend and/or participate in an SLA annual conference or educational program. Since 2003, the Mandel Award has been co-sponsored by the American Institute of Aeronautics and Astronautics and by Dr. David Mandel.

Criteria for entry are:

1. A nominee must be a current member in good standing of the Aerospace Section for at least a year.
2. Current members of the Section's award selection committee are not eligible to be nominated, or to nominate candidates.
3. Past recipients of the award are generally ineligible for nomination, except for momentous contributions.

Nomination or application of an Aerospace Section member (either a peer or of oneself) should be based on the following criteria. To qualify for the award, the applicant must do at least one of the following:

1. Present a paper at the annual conference, serve on the annual conference program planning committee, be a speaker or panel member (not just a moderator) of a program at the annual conference.
2. Become Chair of the Section, an officer of the Engineering Division, or a member of any of the Boards or Committees of SLA, or have participated actively in or contributed significantly to Aerospace Section activities.
3. Make significant contributions to the profession through place of employment or publications.
4. Receive an award for outstanding service from his/her employer in the aerospace industry.

The award review process takes place annually; however, there is no requirement that the award be given every year. All nominations and applications must be received by the chair of the awards committee by December 1<sup>st</sup>. Each must include a brief justification that should include current vitae of the nominee.

Nominations may be submitted by any section member and self-nominations are accepted. All applicants will be notified of award status by January 30<sup>th</sup> of the same year in which the award is given. A check for \$1,000 (USD) is given to the recipient. The winner must attend the Aerospace Section's business meeting at the annual conference, where the Section Chair will present the award. An announcement of the award winner will be placed in an issue of *SciTech News*, as well as distributed on the discussion lists for the Section and the Division.

### C. Discussion List Manager, SLA-AERO

The Discussion List Manager administers and manages the Section's electronic discussion list, SLA-AERO, which is used to disseminate information relevant to the Section and to share information among the members. The list is open to non-members. The Manager position begins in January.

The staff at the NASA Center for AeroSpace Information (CASI) manages the SLA- AERO listserv. As of Summer 2014, Edna Paulson is the point of contact for questions regarding the listserv.

The SLA-AERO Discussion List Manager duties are as follows:

1. Serves as a member of the Advisory Board.
2. Establishes and maintains an electronic discussion list.
3. Publicizes instructions on how to join and post to the discussion list.
4. Approves requests for membership and monitors submissions of e-mail from outside the division.
5. Encourages Section members to sign up to the discussion list, facilitating communication among members, and from Section, Division, and Association leadership.
6. Receives all error messages generated by the listserv software.
7. Sets list preferences by contacting the system's manager.
8. Issues requests on a user's behalf.
9. Explains system rules to members of the list, if needed.
10. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The Discussion List Manager is responsible for suggesting to the Board any corrective actions that need to be taken.
11. Maintains the welcome message that new subscribers receive.
12. Maintains any auto-responders.
13. Receives and distributes messages for SLA Headquarters to list subscribers, such as notices of SLA online events (e.g., chats).
14. Prepares a written report of activities, as needed, for each Board meeting.

For more information, consult the SLA web page for *Discussion List Owners* and the *List Owners Manual for Lyris*.

### D. Nominating

A Nominating Committee for each election shall be appointed by the Section Chair no later than three months prior to the Section Annual Business Meeting. This committee shall be composed of a minimum of three members and is chaired by the Section Past Chair. One member should come from the previous Nominating Committee. Committee members should be experienced in Section operations and well acquainted with the interests and capabilities of Section members.

The Nominating Committee Chair duties are as follows:

1. Holds a meeting of committee members no later than two months before the annual conference to discuss any known persons willing to serve in open positions and strategize on how to recruit willing candidates.
2. Contacts potential candidates by phone or other means of communication to determine a willingness to serve.
3. Issues written follow-up communication to the candidate, confirming the Committee's invitation to become a candidate, and requesting a biographical profile and a recent photograph.
4. Presents the slate of nominees to the Section membership by August 30th.
5. Places additional names in nomination if petitioned by ten (10) members within fifteen (15) days of the announcement and written consent of the candidates.

6. Distributes a ballot to each Section member by September 15<sup>th</sup> (electronic balloting is acceptable). Tallies votes and notifies all candidates of results.
7. Reports election results to the Section membership by October 1st.
8. Presents new officers to the Board members via the discussion list.

#### VI. Architecture, Building Engineering, Construction and Design Section of the Engineering Division

The Architecture, Building Engineering, Construction and Design Section was established under the Engineering Division in 2014. A SLA Caucus of the same name was active from 2006 to 2014. The scope of the Architecture, Building Engineering, Construction and Design Section is to promote the exchange of knowledge and information among individuals and organizations interested in the development, control, and use of information resources in the built environment with a focus on the specifications, codes, and standards used in the design and construction of buildings and structures.

Each year a Chair-Elect of the Architecture, Building Engineering, Construction and Design Section is elected and assumes duty at the beginning of the Division's January Board meeting.

##### A. Section Chair

This is an elected position for a three year commitment; the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. The Chair-Elect initiates planning of the conference sessions to occur the year the person assumes the Chair position. The term of office for each year shall commence at the beginning of the Division's January board meeting.

##### 1. Section Chair-Elect

The Section Chair-Elect duties are as follows:

- a. Serves on the Engineering Division's Board.
- b. Collaborates with Division Program Planner for Annual Conference and Division Chair for annual conference programming. The Section generally organizes one conference session under the Division.
- c. Assists the Section Chair as needed.
- d. Assumes the duties of the Section Chair if he/she is not able to continue.

##### 2. Section Chair

The Section Chair duties are as follows:

- a. Serves on the Engineering Division's Executive Board.
- b. Plans, coordinates, and conducts the Section's annual business meeting at the Annual Conference.
- c. Collaborates with Division Program Planner for Annual Conference and Division Chair for annual conference. The Section generally organizes one conference session under the Division.
- d. On assuming office, acquires from the Past Chair all of the Section's current records. Those records not needed should be forwarded to the Engineering Division's archivist. (If current

records are not received within 20-25 days, contact the departing Chair to request their transfer.)

- e. Submits a photograph and writes "From the Chair" columns quarterly for SciTech News.
- f. Appoints members to the Section's Nominating Committee.
- g. Attends leadership training sessions and Association and Division related meetings at the SLA Leadership Summit and Annual Conference.
- h. Works with the newsletter Editor and Division Web Editor to bring all pertinent information before the Section membership.
- i. Represents the Section as necessary to the Engineering Division and to SLA, as well as potential corporate or individual sponsors or donors, and solicits donations or contributions from them, as necessary.
- j. Addresses issues of retention and recruitment in the Section, including student memberships.
- k. Prepares written reports of activities, as needed, for Division Board meetings.
- l. Writes and submits an annual report, including a financial statement, to the Division Chair. See Section VII. Practices for Division Structure, D. Sections within Divisions.

### 3. Section Past Chair

The Section Past Chair duties are as follows:

- a. Serves on the Engineering Division's Advisory Board.
- b. Chairs the Section's Nominating Committee for election of Section Chair-Elect.
- c. Advises Chair based on previous years' experience.

#### B. Nominating

A Nominating Committee for each election shall be appointed by the Section Chair no later than three months prior to the Section Annual Business Meeting. This committee shall be composed of a minimum of three members and is chaired by the Section Past Chair. One member should come from the previous Nominating Committee. Committee members should be experienced in Section operations and well acquainted with the interests and capabilities of Section members.

The Nominating Committee Chair duties are as follows:

- 1. Holds a meeting of committee members no later than two months before the annual conference to discuss any known persons willing to serve in open positions and strategize on how to recruit willing candidates.
- 2. Contacts potential candidates by phone or other means of communication to determine a willingness to serve.
- 3. Issues written follow-up communication to the candidate, confirming the Committee's invitation to become a candidate, and requesting a biographical profile and a recent photograph.
- 4. Presents the slate of nominees to the Section membership by September 20th.
- 5. Places additional names in nomination if petitioned by ten (10) members within fifteen (15) days of the announcement and written consent of the candidates.
- 6. Distributes a ballot to each Section member before October 1st (electronic balloting is acceptable). Tallies votes and notifies all candidates of results.
- 7. Reports election results to the Section membership by November 1st.
- 8. Presents new officers to the Board members via the listserv.

## VII. Division Practices for Advisory Board and Committees

The Division Advisory Board consists of all appointed Division leaders and Committee Chairs and has the following duties:

- A. Reviews and makes recommendations to the Executive Board concerning the Division budget prepared by the Chair and Treasurer.
- B. Reviews and makes recommendations to the Executive Board concerning preliminary program plans, special projects and the funds to implement them.
- C. Hears reports of appointed positions and committee chairs and takes appropriate action on recommendations.
- D. Prepares a written annual report of activities to be submitted to the Division Chair by December 1<sup>st</sup>.

The Chairs of Division committees are appointed by the Division Chair, generally for a period of one year. The Division Chair may appoint Division members to additional positions as outlined in the Division's Recommended Practices. Committee members may be appointed by the Division Chair or the Committee Chair as specified in the Division's Practices. The Division Governing Document prohibits any member from serving on a committee for more than six (6) consecutive years. The Advisory Board assists the Executive Board in directing the activities of the Division, and members are expected to attend all Board meetings. Most Divisions, in practice, seek a consensus opinion from the Advisory Board in all matters. If consensus is not achieved, the Advisory Board should make opinions known to the Executive Board, who will then vote.

The appointed positions and committee chairs listed below are a sample and do not constitute required appointed positions or committee chairs. The duties of these positions may be combined or assumed by one of the elected officers.

- A. Aerospace Section  
The Chair and Chair-Elect of the Aerospace Section of the Engineering Division serve on the Advisory Board of the Division. For additional information see Section V Aerospace Section of the Engineering Division.
- B. Architecture, Building Engineering, Construction, and Design Section  
The Chair and Chair-Elect of the Architecture, Building Engineering, Construction, and Design Section of the Engineering Division serve on the Advisory Board of the Division. For additional information see Section VI Architecture, Building Engineering, Construction, and Design Section of the Engineering Division.
- C. Archivist  
Each Division shall maintain archives. A Division may elect either to maintain its own archives or to contribute material to the Association archives. Since Divisions are part of the SLA, all archives are, ultimately, the property of the Association. Divisions should treat their archival material with the highest level of professional competence.  
The archives should be located in a place easily accessible to Division officers or members, not in a private home or office. A retention agreement must be signed by a responsible representative of that institution and approved by the Association. The Archivist position begins in January.  
The Archivist duties are as follows:
  - 1. Serves as a member of the Advisory Board.
  - 2. Maintains non-current documents, correspondence, and publications of the Division.
  - 3. Solicits archival materials from Division officers, committee chairs, and appointed positions.
  - 4. Sorts, files, and weeds collections; retains only materials of genuine historical importance.
  - 5. Prepares written reports, as needed, for board meetings.

6. Retrieves information and/or makes files accessible to Division Board.
7. Becomes familiar with the *Practices for Division Archives* to understand more specific requirements for the housing of archives, retention schedules, transfer of materials to archivist, organization of archives, and filing of archives. Any questions should be directed to the Director, Information Center, at the Association office.

For more information, consult the SLA web page for [Archivists](#) and/or consult with the Division's present Chair.

#### D. ASEE Engineering Libraries Division Liaison

When the Engineering Libraries Division of the American Society for Engineering Education has appointed a liaison to the SLA Engineering Division; this person is invited to serve on the Advisory Board of the Division. This person is responsible for sharing information and facilitating communication between the two organizations. The Liaison position begins in January.

#### E. Awards

The Awards Committee Chair oversees the Division's awards programs and forms Awards Committee of Division members to assist with these programs, subject to the approval of the Division Chair. The Awards Chair position begins at the conclusion of the annual conference.

The Awards Committee Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. States guidelines and call for nominations for Division awards clearly to all Division members via Division communications methods (e.g., *SciTech News*, discussion lists, and website).
3. Selects recipient(s) of award(s), makes arrangements for the awards presentation, presents the awards, and publicizes the award winners.
4. Nominates or coordinates the nomination of qualified candidates for other Division and SLA Association-level awards.
5. Maintains files of past candidates for awards to assist with documentation in the future.
6. Communicates with the Association regarding awards.
7. Prepares written reports of activities, as needed, for Board meetings.
8. Investigates and establishes awards pertinent to the Division, if warranted. Such awards may be in terms of community services, professional contributions, contributions to the Division, or student recognition or scholarship.
9. Transfers all working papers, lists of award winners, committee reports, etc., to the new Division Chair, at the completion of the Awards Committee Chair's term.
10. Consults with the current Division Chair for clarification of duties.

Current awards of the Engineering Division include:

##### **1. SLA Engineering Librarian of the Year Award sponsored by I H S**

The Engineering Librarian of the Year, sponsored by IHS, highlights the accomplishments and contributions of SLA Engineering Division members to the engineering librarian profession. Recognition comes in the form of a stipend, a plaque, and presentation of the award during the

Annual Conference. Prospective candidates are encouraged to nominate themselves, or an associate may nominate them.

An I H S representative presents the award to the winner at the awards event during the Annual Conference.

Applicants will receive notification on award status by early to mid-March. The award check will be presented at the awards event during the Annual Conference.

An announcement and introduction of the award recipient will be posted to the Engineering Division website, appear as an article in the Sci-Tech News and at the awards event during the Annual Conference.

Criteria for entry include:

- i. Be a member of the SLA Engineering Division in good standing at the time of applying for the award.
- ii. Distinguished achievement(s) in the engineering librarian profession, through an exceptional contribution on the job, within the SLA Engineering Division, or within the industry at large. Accomplishment(s) should have taken place within the calendar year immediately preceding the nomination/application. However, in selected cases, based solely on the Awards Committee's judgment, recognition may be given for an ongoing, long-term contribution.

## **2. SPIE Digital Library Student Travel Stipend Award**

SPIE Digital Library sponsors an annual travel stipend award for a library school student to offset costs associated with attending the Annual Conference. The award is given to a qualified student who submits a personal statement of up to 1,000 words on how the student believes this award will benefit them personally and professionally. A SPIE Digital Library representative presents the award to the winner at the awards event during the Annual Conference.

Included in the award is a one-year student membership to the SLA Engineering Division.

Post award requirement:

As a means of encouraging participation in the Division, the award winner will be required to fulfill one of two options within six months of accepting the award:

Option 1: Submit an article to the Engineering Division newsletter, Sci-Tech News. The article should cover the award winners' conference experience or what the award winner took away from the conference.

Option 2: Attend an Engineering Division Board meeting shortly following the annual conference and give a report about the award winners' conference experience.

Applicants will receive notification on award status by early to mid-March. The award check will be presented at the awards event during the Annual Conference.

An announcement and introduction of the award recipient will be posted to the Engineering Division website, appear as an article in the Sci-Tech News and at the awards event during the Annual Conference.

## **3. IEEE Continuing Education Travel Stipend**

IEEE sponsors an annual travel stipend award for Division members to offset the cost of travel and registration for attending a continuing education course provided at the annual conference. The IEEE Stipend will be given to the qualified member who submits a personal statement up

to 1,000 words explaining how the member expects to benefit from attending a continuing education course at the Annual Conference. The winner will also be required to submit an article to the Engineering Division newsletter (*SciTech News*) within twelve (12) months of completion of the course on how the course helped them in library applications.

An IEEE representative presents the award to the winner at the awards event during the Annual Conference. The recipient's winning essay will be published in *SciTech News*.

Criterion for entry is:

Be a member of the SLA Engineering Division in good standing at the time of applying for the award.

Applicants will receive notification on award status by early to mid-March. The award check will be presented at the awards event during the Annual Conference.

An announcement and introduction of the award recipient will be posted to the Engineering Division website, appear as an article in the Sci-Tech News and at the awards event during the Annual Conference.

#### **4. Bonnie Hilditch International Librarian Award**

The Bonnie Hilditch International Librarian Award, co-sponsored by the Science-Technology and Engineering Divisions, is presented to a librarian outside of the U.S. and Canada. The purpose of the award is to provide an opportunity for a librarian outside of the US and Canada to attend the Annual Conference. The award will cover conference registration, lodging and airfare, up to and not exceeding \$3,000 USD. The Science-Technology Division administers the award. The Engineering Division contributes \$1,500 towards the award and invites the recipient to the Division's Annual Business Meeting where the award is announced and the recipient introduced by the Chair of the Awards Committee.

Applicants will receive notification on award status by mid-February. The award check will be presented at the awards event during the annual conference.

An announcement and introduction of the award recipient will be posted to the Engineering Division website, appear as an article in the Sci-Tech News and at the awards event during the annual conference.

#### **C. Discussion List Manager, SLA-DENG**

The Discussion List Manager administers and manages the Division's electronic discussion list, SLA-DENG, which is used to disseminate information relative to the Division and to share information among the members. The list is open to non-members. The Manager position begins in January.

The Discussion List Manager duties are as follows:

1. Serves as a member of the Advisory Board.
2. Establishes and maintains an electronic discussion list.
3. Publicizes instructions on how to join and post to the discussion list.
4. Approves requests for membership and monitors submissions of e-mail from outside the Division.
5. Encourages Division members to sign up to the discussion list, facilitating communication among members, and from Division and Association leadership.
6. Receives all error messages generated by the listserv software.



7. Sets list preferences by contacting the system's manager.
8. Issues requests on a user's behalf.
9. Explains system rules to member of the list, if needed.
10. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The Discussion List Manager is responsible for suggesting to the Board any corrective actions that need to be taken.
11. Maintains the welcome message that new subscribers receive.
12. Maintains any auto-responders.
13. Receives and distributes messages for SLA Headquarters to list subscribers, such as notices of SLA online events (e.g., chats).
14. Prepares written reports of activities, as needed, for Board meetings.
15. For more information, consult the SLA web page for Discussion List Owners, the List Owners Manual for Lyris and/or consult with the Division's present Chair.

#### F. Government Relations

The Division Chair may appoint a Division member to serve as a liaison for governmental and public policy issues and activities of interest to the Division. The Government Relations Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Government Relations Chair. This person serves as a vital link between the members at the grassroots level, the public policy staff at headquarters, and the Association's Public Policy Committee. The Chair conveys the concerns of Division members and keeps Headquarters informed about issues that might require individual action on the part of the Association, such as writing communications to elected officials or appropriate regulatory agencies. In addition, this individual:

Should have an interest in and knowledge of legislation and/or government policies which affect special librarian/information professionals at all levels of government;

Serves as the Division contact when an important piece of legislation is under consideration by alerting members at the grassroots level who, in turn, would convey their concerns to their elected representatives; and  
Identifies "expert witnesses" in the Division who might be asked to prepare statements or provide input to staff at headquarters on government policies or proposed regulations. This position begins in January.

The Government Relations Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. Monitors state/provincial and federal legislation affecting librarianship or freedom of information.
3. Monitors state and federal regulatory activities.
4. Prepares reports for the membership and uses appropriate means to distribute them to the Division. (e.g., the Division newsletter or discussion lists).
5. Works with the Association Public Policy Committee.
6. Makes legislative information available to other area Divisions, when appropriate.
7. Prepares written reports of activities, as needed, for Board meetings.
8. The need for a strong public policy network is clear. Each Division within SLA may appoint a liaison to the network to assist in the work being done by staff at Association headquarters. For more

information, consult the SLA Web page for *Government Relations Chairs* and/or consult with the Division's present Chair.

#### G. Membership

The Membership Chair is responsible for encouraging the growth of membership in SLA, and in the Engineering Division in particular. The Membership Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Membership Chair. The Membership Chair position begins in January. The Membership Chair duties are as follows:

1. Serves as a member of the Advisory Board
2. Maintains up-to-date membership records as received from the Association office and alerts the Association office of irregularities with membership lists.
3. Writes welcome communications to new members, inviting them to upcoming Division or Association activities, and lists their names in *Sci-Tech News*. Forwards new member names and email addresses to the Discussion List Manager for addition to the listserv.
4. Supplies items for the bulletin and website to encourage recruitment of new members. These items should review the requirements for membership and inform members that applications may be obtained from and returned to the Association office for processing.
5. Acts as host to new members attending their first Annual Conference or arranges for Division officers or other Division members to fulfill this duty.
6. Follows up with delinquent members by encouraging reinstatement. Personal telephone calls or emails from other members or officers are particularly effective.
7. Plans recruitment activities or campaigns to attract new members to the Association/Division, including distribution of brochures and registration forms to non-member attendees at Division meetings and to other potential members.
8. Plans and carries out membership drives in cooperation with the programs of the Association.
9. Prepares written reports of activities, as needed for Board meetings.
10. Advises other officers, and the *SciTech News* editor, who may need the information to accomplish assigned responsibilities, that current information maybe obtained from the Association's Leadership Department. Labels and email addresses may be requested using the Label and Roster Request Form.
11. Consults with the current Division Chair for clarification of duties. Membership applications for potential members can be obtained from the Division's Membership Chair, the association office, or online at [www.sla.org](http://www.sla.org). Contact the Association's Membership Department via e-mail at [membership@sla.org](mailto:membership@sla.org) for authoritative, up-to-date information that will answer the questions asked by potential members about membership requirements, dues, benefits, etc. The Association's Application for Membership is included in the printed membership brochure. This brochure is revised annually, therefore each membership committee should request no more copies in any one year than it expects to distribute to potential members during that year. To avoid distributing outdated information to potential new members, office and membership committee members are advised to take care that they use the most recent revision of the membership application and brochure when recruiting new members. For more information, consult the SLA web page for *Membership Chairs* and/or consult with the Division's present Chair.

#### H. Mentoring

Typically, a mentoring relationship is developed between someone who is new to the profession and a more experienced person in the field. The Mentoring Chair works to facilitate the building of mentor/mentee relationships. The Mentoring Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Mentoring Chair. This position begins in January. The Mentoring Chair duties are as follows:

1. Serves on the Advisory Board.
2. Institutes formal mentoring programs, including the development of applications for mentors and mentees, pairing of applications, and the creation of promotional materials for the program.
3. Works with the Web Editor and Program Planner for Annual Conference to plan and advertise programs and services that foster the building of mentoring relationships among members of the Division.
4. Prepares written reports of activities, as needed, for Board meetings.
5. For more information, consult the Association's *Mentoring Handbook* and/or consult with the Division's present Chair.

#### I. Nominating

A Nominating Committee shall be appointed by the Executive Board no later than three (3) months prior to the Division Annual Business Meeting. This committee shall be composed of a minimum of three (3) members and is chaired by the Division Past Chair. Other than the Past Chair, no member should come from the Executive Board, and one member should come from the previous Nominating Committee. Committee members should be experienced in Division operations and well-acquainted with the interests and capabilities of Division members.

The Nominating Chair duties are as follows:

1. By default the Committee Chair (i.e., Division Past Chair) serves on the Executive Board.
2. Holds a meeting of committee members no later than two months before the annual conference to discuss any known persons willing to serve in open positions, strategize on how to recruit willing candidates, and share strategy with Board members for their assistance at the annual conference.
3. Contacts each potential candidate by phone or other means of communication to determine a willingness to serve.
4. Presents recommended slate to the Division Executive Board for approval.
5. Issues written follow-up communication to each candidate, confirming the Committee's invitation to become a candidate, and requesting a biographical profile and a recent photograph.
6. Presents the slate of nominees to the Division membership by September 20<sup>th</sup>.
7. Places additional names in nomination if petitioned by ten (10) members within fifteen (15) days of the announcement and written consent of the candidates.
8. If the slate includes multiple candidates for each position, distributes a ballot to each member before October 15<sup>th</sup>. (Electronic balloting is acceptable.) Tallies votes and notifies all candidates of results.
9. Reports election results to the membership by November 1<sup>st</sup>.
10. Presents new officers to the Board members via the discussion list.

11. Consults with the current Division Chair for clarification of duties.

#### J. Professional Development

The Professional Development Committee is responsible for planning Divisional continuing education (CE) courses at Annual Conference. The position works closely with those conducting overall conference program planning for the Division. In addition, the Committee is responsible for developing webinars year round on timely topics for the Division. The Professional Development Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. Solicits input from Division members – formally or informally – on CE program topics, speakers, locations and times.
3. Works with the Division program planner when developing CE courses for the Annual Conference.
4. Works with Association staff in planning conference CE courses. Proposes Division courses to be held in conjunction with the SLA Annual Conference and completes the Call for Courses Form.
5. Supervises detailed plans for each CE program. Recruits and arranges for the speakers for each program.
6. Submits CE conference program information and audio visual and technology needs to the Association by established deadlines.
7. Arranges for refreshments for the conference CE course, if appropriate.
8. Creates a budget for the CE program(s) and works with Fundraising on soliciting sponsorships for the program(s).
9. At conference, if possible, monitors CE class to make sure things run smoothly.
10. Works with annual conference program planner to insure speakers are added to the online planning tool so they will be sent registration instructions to obtain a free one day pass for the day on which they are speaking.
11. Writes thank you notes to course instructors.
12. Prepares a written report of activities, including course evaluations from attendees, for the Division Chair and the Professional Development Department at Association headquarters.
13. Solicits and produces CE courses as online webinars throughout the year.
14. Uses SLA provided software and instructions for the CE webinars.
15. Provides PR to the Division and Association about the CE webinar.
16. Includes information on the CE webinar in the SLA Events Calendar.

For more information, see *Guidelines for Approval of Annual Conference Program CE Courses*, the *Practice for the Administration of CEUs*, and/or consults with the SLA Professional Development Department and the Division's present Chair.

#### K. Program Planner for Annual Conference

This position can be appointed by the Division Chair-Elect along with input from the Aerospace Section Chair-Elect

and the Architecture, Building Engineering, Construction and Design Section Chair-Elect. The Program Planner for Annual Conference (Program Planner) is then responsible for appointing as many additional committee members as needed for successful programming, subject to the approval of the Chair-Elect. This is a two (2) year position which begins in January. Because planning the annual conference is an eighteen (18) month job, the Division may have more than one Program Planner at any given time. The person in this position receives travel support, if needed. See Section III Financial Support for Officers.

The Program Planner duties are as follows:

1. Serves as a member of the Advisory Board.
2. Works with the Executive Board and the Advisory Board to select programs and locations, if applicable.
3. Attends all Annual Conference Program Planning meetings at the Leadership Summit or equivalent and Annual Conferences. NOTE: The *Annual Conference Program Planners Handbook* is distributed to Program Planners eighteen (18) months prior for planning programs at the Annual Conference. For more information about the *Program Planners Handbook*, contact SLA.
4. Supervises detailed plans for each program, including scheduling, food and facility needs. Arranges for speakers, honorariums, moderators, panelists, sponsors, etc.
5. Works with the Division and Section Chair-Elects to submit conference program information to the Association by established deadlines.
6. Creates budget for the program, in conjunction with the Treasurer and Chair-Elect.
7. Works with the newsletter Editor, Webmaster and Discussion List Managers to announce, publicize and summarize conference sessions.
8. Works with Fundraising Chair to secure needed sponsorships for programs.
9. Solicits input on future programming and gathers evaluations of previous programs from Division members (formally or informally).
10. Works with incoming Program Planner to inform that person about the duties of the position. Specific information about planning for the conference will come from Headquarters.
11. Ensures thank you notes are written to speakers, moderators, and sponsors.
12. Prepares written reports of activities, if needed, for Board meetings.
13. Consults with the current Division Chair for clarification of duties.

#### L. Standards

The Standards Chair is responsible for sharing information between the Division and standards organizations worldwide, including standards producers, publishers, and distributors. The Standards Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Standards Chair. This position begins in January. The Standards Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. Organizes and moderates standards-related session(s) during Annual Conference; contacts representatives from standards developing organizations, suppliers, and resellers well in advance to

confirm participation.

3. Maintains records of prospective speakers, including name, contact information, and alternate contact info.
4. Sends thank you notes (print or email) to panel and session participants.
5. Coordinates with Conference Planner to provide session information, including session write-ups for conference program. Determines speaker requirements (i.e. equipment and room needs, podium) and arranges for day-passes for those who are not registered vendors or conference participants.
6. Monitors organizations developing standards and suppliers for the latest updates and news and posts relevant information to the SLA-DENG and SLA- AERO discussion lists.
7. Prepares written reports of activities, if needed, for Board meetings.
8. Consults with the current Division Chair for clarification of duties.

#### M. Strategic and Action Planning

A Strategic Planning Chair or Action Planning Chair may be appointed by the Division Chair to develop a Strategic Plan for the Division or a corresponding Action Plan. The Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Chair. Once a plan is completed, the Committee will be dissolved. A new Committee can be formed as needed or when a previous plan requires extensive revision. The Strategic Planning Chair/Action Planning Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. Develops and recommends a Strategic Plan and/or Action Plan, keeping in mind the Associations goals and objectives, to the Executive Board.
3. Facilitates discussion and selection of Division goals and priorities with input from the Division Boards.
4. Works in conjunction with the Executive and Advisory Boards to develop surveys and gather member input to help plan future meetings, program sessions, and continuing education courses.
5. Prepares written reports of activities, if needed, for Board meetings.

For more information, consult the *Strategic Planning Handbook* and/or consult with the Division's present Chair.

#### N. Fundraising

The Fundraising Chair is responsible for soliciting sponsors and partners for Division programs to help recover and reduce the cost of the programs. The Fundraising Chair may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Fundraising Chair. This position begins in January. The Fundraising Chair duties are as follows:

1. Serves as a member of the Advisory Board.
2. Contacts sponsors for sponsorship at the annual conference. Obtains the preliminary conference program from the Program Planner for Annual Conference. Initial contact of sponsors should include information, when possible, on the upcoming programs and levels of sponsorship (see *Best Practices for Fundraising Committee* for levels of sponsorship) so that the sponsors can choose which programs they might like to sponsor and at what level. After the initial contact, follows up with potential

sponsors to inquire if they will sponsor Division programs.

3. Works with the Division Chair to contact other library-related companies to make them aware of non-conference sponsorship opportunities.
4. Sends confirmation communications to sponsors, outlining the level of recognition they will receive, their agreed contribution, and remittance information. Ensure that sponsors sponsoring programs are properly credited in all necessary venues.
5. Develops a list of sponsors requesting tickets to Division events (business meetings) and provides list to the Chair.
6. Finalizes information of current sponsor name and spelling, etc., for the preliminary program, final program, brochures, and signs. Obtain sponsor descriptions, if needed.
7. Works with the Treasurer to ensure that all invoicing and funds received for sponsorship commitments are sent to the correct person at the correct time.
8. Maintains and updates sponsor list.
9. Prepares a written report of activities, if needed, for Board meeting.

For more information, consult the SLA web page for *Fundraising Chairs* and/or consult with the Division's present Chair.

#### O. Web Editor

The Web Editor is responsible for website content, evaluating new web technologies and their applicability to the web page, and bringing issues to the Board for approval. The Web Editor may appoint committee members, subject to the approval of the Division Chair. Members of the committee should assist in carrying out the responsibilities of the Web Editor Chair. This position begins in January.

The Web Editor's duties are as follows:

1. Serves as a member of the Advisory Board.
2. Publicizes the Division's website at peer-group meetings, SLA functions, and industry functions (the goal being to increase the Division's visibility via the website).
3. Maintains existing pages for the Division, Aerospace Section and Architecture, Building Engineering, Construction and Design Section.
4. Creates new pages as determined by the Division/Section leadership.
5. Designs page schemes, graphics, CGI scripts, etc., on an as-needed basis.
6. Checks and updates links from the website on a bimonthly basis.
7. Updates website content on an as-needed basis.
8. Selects new content.
9. Communicates with the Association Webmaster to ensure that the site is accessible and troubleshoots problems on an as-needed basis.
10. Publicizes the web site to the Division's membership using the Division's discussion lists,

Communities of Practice, and newsletter.

11. Responds to e-mails directed to the Web Editor in a timely fashion.
12. Posts newsletter content, as available, to the Division website. Maintain an electronic archive of newsletter content, as well as other appropriate content.
13. Works with Division Chair and Advisory Board to utilize the website for publicizing the Division's functions and meetings.
14. Makes recommendations regarding new web technologies to the Boards.
15. Prepares written reports of activities, if needed, for Board meetings.

#### VIII. Practices for Division Structure

##### A. Guidelines for Division Scope Notes

1. "Scope note" describes the subjects constituting the Division's interest, mentioning any other specific features which characterize those subjects, e.g., what specific aspects of those features are of interest to the Division.
2. Scope notes should be concisely expressed in one or two sentences. The various aspects or phrases may be written in sequence, set off by semicolons or in lettered subparagraphs.
3. Revision of a Division's scope should be reviewed by the Division Cabinet Chair prior to a formal vote of approval from the Division membership.

A proposed scope note is to be included with each petition for a Division, provisional Division or new section. Copies or samples of Division scope notes can be obtained from the Association's Leadership Department.

##### B. Governing Document:

A Governing Document consistent with the bylaws of the Association may be amended by the SLA Bylaws Committee. Model Division Governing Document and copies of other Divisions' Governing Documents can be requested from the Association office or from the Divisions themselves. Additionally, the Association bylaws are available on the Association website.

##### C. Procedures for Amending the Division's Governing Document: The following steps must be completed in the order with which they are presented in order to amend the Division's Governing Document.

1. At least six (6) months prior to the Division business meeting, send the proposed Governing Document to the Chair of the Association Bylaws Committee for review, comment and approval.
2. Submit to the Division's executive board for approval. Amendments may be proposed by the executive board, governance committee, or 15 members of the Division. Proposals originating in the executive board or in the Division committee concerned with governance shall be approved by a majority vote of the board before submission to the members. Proposals originating by membership petition shall be presented to the members with the recommendations of the board.
3. Present Governing Document revisions to Division membership for approval in accordance with the current Division Governing Document. These governing documents may be amended by a two-thirds (2/3) vote of the members present at any Division meeting.
4. If significant amendments are proposed to the Governing Document after it has been reviewed by the Association Bylaws Committee, it is important to continue consultation with the Chair of the Committee in preparation for final approval.
5. After membership approval, Division Chair must sign and date two (2) originals of the complete text of the newly approved Governing Document.
6. Send both of copies of the signed complete text to the Chair of the Association Bylaws Committee with space for signature and date on the last page. Once signed original will be returned to the Division.



7. Original signed copy retained in Division archives.
8. Copies showing both signatures are sent to: Association Leadership Department;  
Division Cabinet Chair and Chair-Elect.

- D. Sections within Divisions: Sections relating to definite areas of interest within a Division may be established by the Division.

The Director, Leadership and the Division Cabinet Chair & Chair-Elect should be the first points of contact when consideration is given to creating a new section. Scope notes will be reviewed to prevent duplication of effort and to ensure that the section is paired for the best match with a Division. As a courtesy, the Division Chairs/Division Chairs-Elect will be notified of the potential sections. Advance notice enables the entire leadership to think through the process of section development and best fit. The petition for the formation of a section within a Division must be prepared and signed by 15 current Division members interested in the section and then submitted with a scope note to the Division members at the Division's annual business meeting or to the division's executive board for approval. If approved, the scope note and the petition are then forwarded to the Division Cabinet Chair, with a copy to the Division Cabinet Chair-Elect.

If in the opinion of the division Cabinet Chair and/or Chair-Elect there appears to be a possible conflict between the scope of the proposed section and another existing section or Division, the Division Cabinet Chair notifies the Chair of the division, and the scope note and petition is sent by the division Cabinet Chair along with their recommendation, to the Division Cabinet Members. The Cabinet then votes on the recommendation.

After approval of a new section, an announcement is made to the Division Cabinet and is published in the Information Outlook. The Division Cabinet Chair is responsible for seeing that both announcements are made and reports the formation of the new section as part of the routine report to the Board of Directors at its next meeting.

The Division is financially responsible for the section. The Division Chair includes a report of the section's activity in the chair's annual report and ensures that the SLA Leadership Department receives a list of the names and addresses of the Section officers.

The Chair of the section is responsible for submitting an annual report, including an annual financial statement, to the Division Chair. Information on the Activities of the Section can be included in the Divisions' newsletter or in a separate newsletter. If separate, the distribution needs to include the Association office and the SLA Board of Directors.

Time should be allowed for the Section to hold its annual business meeting prior to the Division's annual business meeting at the annual conference.

The Section and any proposed Section may want to have its own programs at the annual conference. This should be coordinated with the Division's Program Planner for Annual Conference.

Should the section be dissolved, its assets automatically revert back to the Division.

#### E. Creation of New and Provisional Divisions

A new Division may be authorized by the Association's Board of Directors upon written petition of 100 or more voting members of the Association who desire to participate in the activities of the proposed Division. The Association's Board of Directors, upon written petition of fewer than 100 members, but at least 50, who desire to participate in the activities of the proposed Division, may authorize a new Division, with provisional status. Approval of a provisional division is limited to three (3) years unless the Board approves a one year extension which may be done under extraordinary circumstances. The Association Board may authorize provisional divisions as well as full divisions, upon submission of a statement of the proposed Division's name, scope note together with confirmation from the Association office that the provisional division has maintained a membership of 100 or more for a period of 12 months. The Association Board may dissolve a provisional division at any time.

Both new divisions and new provisional divisions will receive an allotment equal to the minimum allotment for divisions, prorated to the time remaining in the Association's fiscal year.

Provisional divisions shall not be entitled to representation in the Division Cabinet.

They are invited to attend Division Cabinet meetings but are not authorized to vote.

### Origin of Petitions for New Divisions

Petitions for new divisions may originate in one of the following ways:

1. By action of interested members who wish to participate in the activities of the proposed division.
2. By action of the Division Cabinet Chair upon information from the Association office noting a concentration of unaffiliated members in an area of interest not served directly by a division. In this case, the division Cabinet Chair shall appoint a representative to call an informal meeting and/or to act as chair for the purposed of organization.

### Form of the Petitions for New Divisions

The following language is suggested for use in the petition for organization of a new division: "We, the undersigned members of Special Libraries Association, do hereby petition for the organization of the *[insert name]* Division of Special Libraries Association. We desire to participate in the activities of the proposed Division. The temporary chair will be *[insert name]*. The proposed scope note of the Division shall be *[insert scope note]*."

As with a proposed Section, the Director Leadership and the Division Cabinet Chair & Chair-Elect should be the first points of contact when consideration is given to creating a new division. Scope notes will be reviewed to prevent duplication of effort and to ensure that the proposed division does not conflict with the interests of an existing division. As a courtesy, the Division Chairs/Division Chairs-Elect will be notified of the potential division. Advance notice enables the entire leadership to think through the process of creating a new Division.

If, in the opinion of the Division Cabinet Chair and/or Chair-Elect, there appears to be a possible conflict between the scope of the proposed Division and another existing Division, the Division Cabinet Chair notifies the Chair of the Division. The Division Cabinet Chair shall be the arbitrator. If any disagreements cannot be settled by negotiation between the affected Divisions and Cabinet Chairs, the Division Cabinet Chair shall be the arbitrator. The Division Cabinet Chair will solicit input from the Division Cabinet prior to the proposed Division's Chair will solicit input from the Division Cabinet prior to the proposed Division's approval be the Board of Directors.

### Temporary Division Chair

Association members may appoint a chair at an information meeting, or they may call upon the Division Cabinet Chair to name a representative to act as chair for the purpose of organization. The responsibilities of the temporary Chair are as follows:

1. Call and preside at an informal organizational meeting of actual or potentially interested members.
2. Arrange for records to be kept of all meetings and transactions.
3. Handle necessary correspondence with the Association and the Division Cabinet Chair.
4. Forward the required petition, scope note, proposed governing document (to be approved by the Association Bylaws Committee) and slate of officers with their written acceptances to the Division Cabinet Chair with a copy to the Association Leadership Department.
5. Arrange for the installation of the new Division and officers upon notification of acceptance of approval by the SLA Board of Directors.
6. Send copies of all publicity, including newsletters, to the Association office.
7. Provide a complete account of the Division's organization of the Division for its archives.
8. Coordinate any proposed conference program with a Division program planner.

### Presentation

The chair of the petitioning group shall forward the petition with signatures, the proposed Governing Document, and the proposed slate of officers to the Association office. The Division Cabinet Chair will present the petition to the Board of Directors at its next meeting on behalf of the petitioning group. The chair and/or other members of the proposed Division may attend the Board of Directors meeting if they wish. In the case of a provisional division petitioning for division status, the petition must contain a statement of the proposed Division's name, scope note and confirmation from the Association office that the provisional Division has maintained a membership of 100 or more members for a 12 month period.

The Board of Directors meets four (4) times a year:

- In late October;
- In late January at the Leadership Summit;
- In June immediately before and immediately after the Annual Conference.

Deadlines for submitting items for Board consideration are usually about six (6) weeks prior to the meeting dates.

#### Allotments

Upon approval by the Board of Directors, the new Division's allotment for that year will be sent from the Association office (except for a former provisional division, which may have already received its allotment for the year). The allotment is based upon the number of Division members. The initial allotments of new and provisional Divisions that were approved at the June or Oct Board meetings are prorated on the basis of the number of months remaining in the calendar year.

#### Division Activities

Once the Division or Provisional Division has been approved and its officers installed, regular Division activities such as bulletins, programs, committee work, etc., may begin. These activities should be conducted in accordance with the Division's Governing Documents and these Practices.

### F. Merger of Divisions

The matter of merging Divisions is one that must be given careful consideration by the members and executive board of any division considering such action and should be discussed with the Division Cabinet Chair.

After seeking the guidance of the division Cabinet Chair, if the Division Executive Board still wishes to affiliate with another Division, the Division shall immediately contact the Division Executive Board with which they wish to affiliate and negotiate the terms for merging the two Divisions.

When both Executive Boards are in agreement on the terms of the merger, they shall provide advance notice to their respective membership that the topic will be discussed at the next annual business meeting of each Division.

If the merger proposal is approved by a majority of the members present and voting at both of these meetings, both Divisions will send a ballot to all their members no later than 45 days after the business meeting.

If a two-thirds (2/3) majority of each Division's members returning valid ballots approve the proposal to merge, the chairs of both Divisions will notify the Division Cabinet Chair, in the form of a single petition, signed by both Division chairs. The petition will include the reason(s) for merging, the election results, the terms of the merger, the proposed effective date of the merger, the changes needed in the name, scope note, and governing document, and a plan of how the activities of both Divisions will be combined.

The Division Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon approval by the Board, the Chairs of the petitioning Divisions will be notified by the Association office that the two Divisions are being merged, advising of the merger effective date. The Division Chairs will then notify their respective members of the Boards, approval. The general membership will be notified through a notice in the Information Outlook. Funds, properties, and financial responsibilities of the two Divisions will become the responsibility of the newly merged Division.

### G. Return to Provisional Division Status

Division membership falling below 100 members for more than 1 Association year will be reported to the Division Cabinet Chair. The Division may be placed on provisional status until membership increases or there is a decision to dissolve the division.

### H. Dissolution of a Division

The dissolution of a Division is one that must be given careful consideration by the members and Executive Board of a Division. The Division Chair, acting on behalf of the Executive Board, considering such action should discuss its concerns with the Division Cabinet Chair.

Once determined that the Division has ceased to fulfill a useful role and does not wish to affiliate or formally merge with another Division, the Chair shall bring forth the matter for discussion at the Division's annual

business meeting. Advance notice must be given to the Division membership that the topic will be discussed.

If a majority of the voting members present approve the proposed dissolution, a ballot shall be sent to all Division members regarding the proposed dissolution no later than 45 days after the business meeting. A two thirds (2/3) majority of the members is required to approve the proposal to dissolve. The Chair shall notify the Division Cabinet Chair in the form of a petition for discussion. The petition will contain the reason(s) for dissolution, the election results, the proposed effective date of the dissolution, and plans to complete current Division activities and business matters.

The Division Cabinet Chair will present the petition to the Association's Board of Directors at its next regularly scheduled meeting. Upon SLA Board approval, the members of the Division will be notified by the Association office that the Division is being dissolved with the effective date, and that its funds and properties will revert to the Association. Assistance in joining another Division will be provided to members by the Association Office.

#### I. Division Representation and Affiliation

Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association shall be appointed by the Chair.

Upon approval by a majority of the Division members voting, the Division may affiliate or disaffiliate with a local common interest organization provided the objectives of the organization are consistent with those of the Division and of the Association and the activities of the organization are not in conflict with the association bylaws.

The Association Board of Directors shall approve any other affiliation, including that with a national or international organization. Notices of affiliations and disaffiliation shall be reported to the Association.

### IX. Practices for Nomination of Officers

In the selection of nominees for Association Offices, the Association Nominating Committee has priority over Chapter, Division or Section nominating committees. However, the Association Nominating Committee usually starts its work before the Chapter, Division and Section nominating committees; therefore, conflicts are rare. The Association slate of candidates is usually determined during the first quarter of the year and presented to the Board of Directors no later than its first meeting of Annual Conference.

#### A. Engineering Division

A Nominating Committee for each election of members to the Engineering Division Executive Board shall be appointed by the Executive Board no later than 3 months prior to the Division Annual Business meeting. This committee shall be composed of a minimum of 3 members, and is chaired by the Division Past Chair. Other than the Past Chair, no members should come from the Executive Board, and one member should come from the previous Nominating Committee. Committee members should be experienced in Division operations and well acquainted with the interests and capabilities of Division members.

Duties of the Nominating Committee are outlined below:

1. Each year the Nominating Committee shall present a slate of candidates for each officer whose term is expiring. These candidates should be approved by the Division Executive Board. The committee shall obtain the written acceptance of each nominee along with brief biographical information, prior to submission of its report.
2. The nominee(s) for Chair-Elect should be aware that attendance at Division Cabinet meetings at the Association Leadership Summit and at the Annual Conference is part of the responsibilities of the elected candidate. An elected candidate should not simultaneously hold more than one office associated with membership in the Chapter and Division Cabinets.
3. The report of the Nominating Committee on the slate of candidates shall be published in the official Division newsletter and/or discussion list at least 90 days before the Association January meeting. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Division members, and shall be filed with the Nominating Committee within 15 days of the report.
4. If the slate includes more than one candidate for any office, election shall be by secret ballot distributed to each Division member at least 60 days before the Association January meeting

(electronic balloting is acceptable). The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, a tie-breaking election shall be held by electronic ballot with the nominee receiving the majority vote of the members. This election must take place at least 30 days before the Association January meeting.

5. Biographic information and a photo of the candidate will be sent electronically to the person whose duty it is to prepare and distribute the ballots (e.g., Secretary or Nominating Committee Chair). Full Members, Student Members, and Retired Members all have the privilege of voting.
6. Mailing labels for envelopes and/or email addresses may be requested from the Association office. Please request these at least one week in advance of distribution.

#### B. Aerospace Section

A Nominating Committee for each election of an Aerospace Section Chair-Elect shall be made up of volunteers appointed by the Section Chair no later than 3 months prior to the Section Annual Business Meeting. This committee shall be composed of up to three (3) section members, and is chaired by the Section Past Chair.

Each year the Nominating Committee shall present one (1) candidate for Aerospace Section Chair-Elect. The committee shall obtain the written acceptance of the nominee.

The nominee for Section Chair-Elect should be aware that attendance at Division Cabinet meetings at the Association Leadership Summit or equivalent and at the Annual Conference is part of the responsibilities of the elected candidate. A nominated candidate should not simultaneously hold more than one office associated with membership in the Division and Chapter Cabinets.

The Section Chair shall announce the nomination on the Section electronic discussion list and in the Section Chair's message in Sci-Tech News at least 90 days before the Association's January meeting.

Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Section members and shall be filed with the Nominating Committee within 15 days of the report.

If the slate includes more than one (1) candidate for any office, election shall be by secret ballot distributed to each Section member at least 60 days before the Association January meeting. Electronic balloting is acceptable. The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, a tie-breaking election shall be held by electronic ballot with the nominee receiving the majority vote of the members. This election must take place at least 30 days before the Association website.

Biographic information and a photo of the candidate will be sent electronically to the person whose duty it is to prepare and distribute the ballots (e.g., Secretary of Nominating Committee Chair). Full Members, Student members, Retired members all have the privilege of voting. Mailing labels for envelopes and/or email addresses may be requested from the Association office. Please request these at least one (1) week in advance of distribution.

#### C. Architecture, Building Engineering, Construction and Design Section

A Nominating Committee for each election of an Architecture, Building Engineering, Construction and Design Section Chair-Elect shall be made up of volunteers appointed by the Section Chair no later than 3 months prior to the Section Annual Business Meeting. This committee shall be composed of up to three (3) section members, and is chaired by the Section Past Chair.

Each year the Nominating Committee shall present one (1) candidate for Architecture, Building Engineering, Construction and Design Section Chair-Elect. The committee shall obtain the written acceptance of the nominee.

The nominee for Section Chair-Elect should be aware that attendance at Division Cabinet meetings at the Association Leadership Summit or equivalent and at the Annual Conference is part of the responsibilities of the elected candidate. A nominated candidate should not simultaneously hold more than one office

associated with membership in the Division and Chapter Cabinets.

The Section Chair shall announce the nomination on the Division electronic discussion list and in the Section Chair's message in Sci-Tech News at least 90 days before the Association's January meeting.

Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 10 Section members and shall be filed with the Nominating Committee within 15 days of the report.

If the slate includes more than one (1) candidate for any office, election shall be by secret ballot distributed to each Section member at least 60 days before the Association January meeting. Electronic balloting is acceptable. The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, a tie-breaking election shall be held by electronic ballot with the nominee receiving the majority vote of the members. This election must take place at least 30 days before the Association website

Biographic information and a photo of the candidate will be sent electronically to the person whose duty it is to prepare and distribute the ballots (e.g., Secretary of Nominating Committee Chair). Full Members, Student members, Retired members all have the privilege of voting. Mailing labels for envelopes and/or email addresses may be requested from the Association office. Please request these at least one (1) week in advance of distribution.

## X. Appendices: Other Important Association Information

### Appendix A. Division Finances

The Association's Bylaws, Article XI, Section allows for funding of Divisions in the form of an annual allotment. Total allotment funds, based on membership dues, are determined annually by the Board of Directors at their third quarter or October meeting. Allotments are calculated using the Division's membership count as of December 31.

Allotment checks are mailed in February. The Association fiscal year is January – December 31.

No allotment shall be paid to a Division unless the Division has submitted accurate midyear and annual financial statements report to Association Headquarters, Director, Finance. The Division must also submit an annual activities report on time to the Leadership Department in order to receive an allotment. The Board of Directors may grant funds or loans at its discretion. Requests for funds are, as a rule, considered only at the third quarter or October Board of Directors. Each Division applying for additional monies must submit a detailed estimated budget to substantiate the request. This budget should then be submitted to the Division Cabinet Chair, who will make the presentation to the Board. The Division and group treasurers shall maintain the financial records required for their units. A simplified sing-entry system has been found sufficient for most cases. The Treasurer shall prepare a report on the Division's or groups finances for each Division meeting.

The following reports and record-keeping procedures are mandatory:

1. The Treasurer of each Division or provisional Division shall submit an annual financial statement to the Association office to the attention of the Finance Director by January 31 of each year. These must be submitted utilizing the Association provided financial software program. This deadline is most important and must be adhered to. A copy of the statement is to be retained for the Division archives. This report is to be audited by a Division or group member who does not hold an elected office at the time of the audit or by any other qualified person available to the Division or group.
2. No allotment shall be paid to a Division unless an annual financial statement has been approved.
3. A Division or group within a Division may have undesignated funds for general administration. These funds are derived from allotments and from income accruing as a result of normal activities, such as advertising in the Division bulleting, dinner meetings, etc. Normal charges against such "regular funds" include bulletin expenses, postage, meeting notices, etc.
4. Normally a Division or group will administer its expected activities to utilize the greater part, if not all, of its allocated funds. However, a Division or group may elect to conserve its funds gradually in anticipation of specific undertakings where special project funds have not already

been accumulated. Other Divisions or groups may, through lack of activity in one year, carry unspent allotments over to following years.

5. Funds accumulated for either of these reasons and not expected to be spent during the year's usual activities, may be transferred to a project fund.
6. Money earned in special Division or group projects may be maintained in one or more project funds, general or designated. Examples of such projects are seminars or workshops for which a fee is charged, royalties paid by the Association for Division-originated publications, receipts from similar works published independently by the Division, and fund-raising activities conducted for a specific purpose. Expenses involved in such projects are to be charged against these funds. Project funds must be reported as part of the periodic and annual financial reports.
7. A Division must report property that falls within the definition given in the "Property Guidelines" on a special page accompanying the financial statement.

#### Appendix B. Legal Issues

Each Division Chair and Chair-Elect should be aware of these basic issues and restrictions. For additional information, see the Tax and Legal Handbook. The Special Libraries Association, Inc. is a not-for-profit corporation, incorporated pursuant to the Not-for-Profit Corporation Law of the State of New York. During its early years, SLA existed as an unincorporated Association. SLA was first incorporated in Rhode Island on April 13, 1928, and then reincorporated in New York on September 25, 1958.

The basic purposes of SLA as stated in its Certificate of Incorporation and Bylaws, are:

"I(a) To provide an Association of individuals and organizations having a professional, scientific, or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences, and the humanities."

"I(b) To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations. No part of the property, assets, profits or net income shall inure to the benefit of any director, officer, or member or be of benefit to any private shareholder or individual within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 as amended.

#### Members, Chapters and Divisions

Membership eligibility is governed by the membership provisions of Article II of the SLA Bylaws. Membership in the association shall consist of: Full Members, Student Members, Retired Members, Organizational members, Virtual Members, and Honorary Members. Eligibility for and privileges of each class shall be as stated herein: Full Member status shall be granted to an applicant who has an interest in the objectives of the Association. A member shall have the right to vote, to hold any Association or unit elective office or appointive position, and to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Student Member status shall be granted to an applicant enrolled in a curriculum or library or information science at least part time (2 or more courses). This category of membership shall be available to those joining the Association for the first time. This category of membership shall also be available to current members renewing their membership after enrolling in an appropriate academic program. Student membership may be maintained only while actively a student, but for no more than three years.

Appropriate verification of student status is required. A Student member shall have the right to vote, to hold any Association or unit elective or appointive position, to affiliate with one Chapter and one Division without payment of additional fees, and to receive the official journal at no additional charge.

Retired Member status shall be granted, upon request, to a Member who has retired. In this connection, "retirement" shall be defined by the Board. A Retired Member shall have the right to vote, to hold any Association or unit elective office or appointive position, to affiliate with one Chapter and one Division without payment of an additional fee, and to receive the official journal at no additional charge. A Member who has 45 years of uninterrupted Association membership shall be designated Forty-Five Year Honoree status. Basic membership dues will be waived for members holding this distinction. Forty-five Year honorees have the same membership rights as other Retired members.

Organizational member status shall be granted to a firm, organization, or individual desiring to support the objectives and programs of the Association. Organizational members shall have the right to affiliate with one Chapter and one Division without payment of additional fee, and to receive the official journal at no additional charge.

Other benefits of this membership category shall be determined by the Board.

An Honorary member shall be an individual elected to this honor by the Association members. Current members may not be considered for honorary membership.

Nominations shall be presented in writing to the Board and may be proposed by one or more Association members. Upon endorsement by a two-thirds (2/3) vote of the Board, the nomination shall be submitted by the Board to the members for election at an Annual Business Meeting. The total number of Honorary Members and the number who may be elected in any one year shall be determined by the Board. An Honorary member shall have the right to affiliate with one Chapter and one Division, and to receive the official journal free.

A Virtual member shall be an individual who wishes access to publications but does not wish to affiliate with a Chapter or Division. This membership is limited to members outside the United States and Canada and to members in developing countries. A virtual member will have access only to publications. A virtual member shall not have the right to vote, to hold any Association or unit elective office or appointive position, or to affiliate with a Chapter or Division. Association publications will be accessible to virtual members.

SLA Chapters and Divisions exist only as a part of the single corporate entity, Special Libraries Association, Inc. and are organized pursuant to Articles XII and IX of the Bylaws. There is no separate incorporation of SLA Chapters and Division and both are funded by allotments from the SLA annual dues. SLA, its members, Chapters and Divisions can be roughly analogized to a for-profit corporation, its shareholders and branch offices. Numerous not-for-profit corporations are organized this way, including other major library associations.

#### Association meetings

SLA meetings, including Chapter, Division and Association meetings, may be attended by any interested party regardless of membership standing. This open attendance policy does not, however, require members to subsidize attendance by non-members. Chapters and Divisions may charge a reasonable registration fee to help defray the costs of the meeting. Non-members are permitted to attend Association meeting of SLA. The registration fee charged such nonmembers is higher than that charged members.

SLA's open attendance policy does not mean that non-members can participate in SLA in the same manner as members. Obvious examples include the fact that non-members may not vote and may not hold Association office.

The SLA Board of Directors and Chapter and Division Cabinets are not required to open their sessions to non-members although, in their discretion, they may do so. All meetings, whether open to interested parties or restricted in attendance, should have a written agenda. Chapter and Division officers should ensure that summary minutes are prepared to all meetings and that such minutes are accurate.

#### Joint and Regional Meetings

Chapters often participate in joint or regional meetings. Regional, sectional and joint meetings require particular attention to organization and cooperation. The responsible person must be selected on the basis of experience and ability. Where programs and arrangements require them, committees should be appointed as soon as possible. If an Association officer is to be invited, arrangements should be coordinated as early as possible. When other professional Associations are involved, it should be made clear that their members are welcome at any separate SLA program.

Initial planning for a joint professional meeting normally is undertaken by the officials of the respective groups. Detailed programming is then worked out by specified representatives. Decisions, such as date, place, publicity, accommodations, publication of papers is also considered with distribution and cost taken into account. Any plan involving a unit of the Special Libraries Association must conform to the SLA practice on non-discrimination, which reads:

"It is the practice of Special Libraries Association that membership and participation in the Association and its units are not limited in any respect by race, creed, color, national origin, age, sex, or physical disability. In particular, all meetings are conducted so as to assure compliance with this practice. The Association participates in joint meeting only with other organizations that have the practice. The Association is an Equal Opportunity Employer." (Approved June 1975)

#### Tax Status – Federal

In 1972, the United States Internal Revenue Service ruled that SLA is an organization meeting the requirements of Section 501(c)(3) of the Internal Revenue Code.



As a Section 501(c)(3) organization, SLA must:

1. Be organized exclusively for charitable, scientific or educational purposes.
2. Be operated exclusively for those purposes.
3. Have no part of the net earning inure to the benefit of any private individual.
4. Refrain from any substantial lobbying activities.
5. Refrain from participating in political campaign activities.

Corporate gifts and life time gifts by individuals to a Section 501 (c)(3) organizations are, with certain limitations, deductible to the donor for purposes of the U.S. federal income tax. Testamentary bequests are, again with certain limitations, deductible for purposes of the U.S. federal estate tax. There are other advantages. A Section 501(c)(3) organization may qualify for privileged postal rates for mailings relating to the organization's own affairs. In some states, a Section 501(c)(3) organization is exempt from sales tax.

As a general rule, the income of SLA which is related to its tax-exempt purposes is tax exempt. For example, members' dues, interest earned by bank accounts, and income resulting for the sale of SLA publications is tax exempt. Income from a trade or business which is not substantially related to SLA's tax-exempt purposes is taxed. For example, income generated from the sale or rental of mailing lists (except for exchanging with or renting to another organization exempt under Sections 501(c)(3) or (c)(2) and advertising income is taxed. Although most of SLA's income is tax exempt, SLA normally does have unrelated income which is taxable. As a result, SLA annually files two (2) returns with the Internal Revenue Service. Form 990 related to non-taxable income and Form 990T relating to taxable income.

To enable SLA to properly prepare these returns, each Chapter and Division must annually furnish certain information, including all income generated during the year and expenses incurred in producing the income. New or major changes in programs and services provided by SLA must be reported in Form 990. Accordingly, any Chapter or Division which engages in a previously unreported activity must so inform the Director, Finance at the Association office.

SLA considers being recognized as a Section 501(c)(3) organization a valuable privilege. It is the policy of SLA to follow the provisions of the Internal Revenue Codes and Regulations regarding the operation of a Section 501(c)(3) organization and not to engage in activities which might jeopardize that status. All questions regarding the Association's tax-exempt status should be referred to the Executive Director.

#### Tax Status – State and Provincial

Each of the fifty (50) states and Canadian provinces has its own tax law and regulations and, accordingly, any question concerning state and provincial taxation must be addressed to the law of the state or province involved. As a general rule, an organization which is exempt from U.S. federal income tax under Section 501(c)(3) is also exempt from state income taxes. In addition, in some states, local sales and use tax exemptions are available to Section 501(c)(3) organizations. Since SLA is not incorporated in Canada, it cannot apply for tax-exemption from Canadian provinces.

Because it is SLA, and not the individual Chapters and Division, which is responsible for compliance with state tax laws, responsibility for dealing with state tax authorities is that of the Director, Finance. Individual members or Chapter or Division officers are not allowed to deal with state tax authorities. Any question concerning state taxation of SLA units should be directed to the Director, Finance.

Over the years, the Director, Finance, working with legal counsel, has conducted extensive research and made numerous inquiries regarding the availability of sales and use tax exemptions for SLA units. As indicated above, the rules vary from state to state. Some states grant no exemption to any organization; some states grant exemptions only to particular types of charitable organizations such as religious organizations; and, in a few states, an exemption is available to an organization such as SLA. A consideration to be kept in mind is that the paper work costs associated with obtaining and maintaining a sales tax exemption may be equal or exceed the limited savings which may be realized by a sales tax exemption. Again, if there is any question as to whether a sales tax exemption is available in a particular state, enquires should be directed to the Director, Finance.

#### Political and Legislative Action

SLA, as a 501(c)(3) educational institution, is restricted in the amount of lobbying it can do. Although IRS rules in this area are not as restrictive as they have been in the past, they are always open to interpretation. It is therefore critical that all *legislative* endeavors be channeled centrally through the President or Executive Director, both of whom, under SLA policy, are the only individuals who can officially speak on behalf of the Association. In essence,

if the Board of Directors has not taken a position on a particular issue, it is imperative that either the President or Executive Director be consulted.

However, if comments or statements are based on Board-approved issues, discuss them with the public policy staff for clarification. This also enables headquarters staff to be aware of Chapter/Division activities.

A Section 501(c)(3) organization may not participate directly or indirectly, in any campaign for any public office – federal, state or local. Thus, SLA may not endorse any candidate, make any contribution to a candidate or have its members work in any candidate's campaign. This requirement also prevents SLA from having a Political Action Committee (PAC).

A Section 501(c)(3) organization may, to a limited extent, attempt to influence legislation. The specific language of the statute is that "no substantial part of the activities" of the organization may consist of "carrying on propaganda, or otherwise attempting to influence legislation."

Examples of attempts to influence legislation include attempts to influence the general public to vote in a particular way, often called "grassroots" lobbying, and direct lobbying by communicating with a member or employee of a legislative body. Also included would be any effort by SLA to encourage its members to lobby.

The following would ordinarily not be considered activities endeavoring to influence legislation: making available the results of nonpartisan analysis or research; appearances before a legislative committee at the request of that committee; and communications between SLA and its members regarding legislation of interest to members as long as the communication does not encourage the members to endeavor to influence the same.

As is indicated above, a Section 501(c)(3) organization is not absolutely prohibited from endeavoring to influence legislation – the requirement is that such activities may not become a "substantial part" of the Association's activities. The U.S. Internal Revenue Code does not define what is meant by "substantial". The policy of SLA is that no more than 5% of its aggregate activities (not its income or expenditures) may be of such character.

Because SLA is so large and so geographically diverse, it is not feasible for each member, Chapter and Division to independently determine when efforts to influence legislation are to be undertaken. In January 1980, the Board of Directors approved a government relations practice statement and instructed the Executive Director to establish and conduct a government information program to carry out the statement. Obviously, none of the foregoing affects the right of any member, acting as an individual and not as a member of SLA, to engage in whatever political or legislative activity he or she may consider appropriate.

#### Member Liability

One of the characteristics of a corporation is limited liability; that is, the members of the corporations are not personally liable for the debts, liabilities or obligations of the corporation. SLA is a corporation with its principal place of business in Virginia. Since it is incorporated in New York, it is covered by that state's liability law.

New York Not-For-Profit Corporation Law Section 517(a) specifically states that "the members of a corporation shall not be personally liable for the debts, liabilities or obligations of the corporations".

As a general rule, directors and officers of SLA will incur no personal liability as a result of their carrying out their duties as long as they do so in good faith and with ordinary diligence, care and skill. Section 717(a) of the New York Not-For-Profit Corporation Law states, in part:

"(a) Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions."

Under certain circumstances, a director or officer can incur personal liability. For example, a director or officer can be personally liable for gross negligence or for defrauding the Association.

Under Section 719 of the New York Not-For-Profit Corporation Law, a director who votes for certain actions can be personally liable, for example, voting to distribute the Association's properties to members other than as permitted by law; and, voting to make a loan to a director or officer. The law permits an action to be brought against a director or officer to compel an accounting for the mismanagement, loss or waste of corporate assets.

#### Association Liability

SLA is legally responsible for its contracts and can sue or be sued in the same manner as any corporation, whether for-profit or not-for-profit. A normal business contract made by the SLA President or Executive Director will be binding on SLA. Because SLA is a single corporate entity, obligations of the Chapters and Divisions are obligations of SLA. Accordingly, a normal business contract made by a Chapter or Division chairperson will also be binding on SLA and not just on the individual Chapter or Division.

Most contracts made by Chapter presidents or Division chairs involve routine matters such as meeting arrangements and the amounts involved are relatively small. There have been occasions in the past, however, when Chapters and

Division, with more enthusiasm than prudence, have entered into contracts involving significant sums of money. The "Extra-Association Relations Policy" which was adopted by the Board of Directors on June 9, 1973 addresses this problem. It states:

"An agreement, contract, or obligation entered into by an Association unit requires advance approval by the Association Board of Directors if liability exceeds the unit's available or budgeted funds."

In addition to the foregoing, it is the policy of the Association that all unit contracts in excess of \$5,000, must be reviewed and signed by the Executive Director. Any questions regarding contracts and their execution should be referred to the Executive Director. (See, also, sections titled "Members, Chapters and Division" and "Contracts.") SLA may be liable for the negligent or fraudulent acts of its authorized representatives. Therefore, officers, directors, committee chairpersons, and their representatives must exercise "ordinary diligence and care" in performing their responsibilities.

In addition, SLA could be responsible for an obligation incurred by any member who had "apparent authority: to act for SLA even though such individual acted without authority and in violation of SLA's policies and

guidelines. In Hydro level Corp. v. American Society of Mechanical Engineers, 635 F. 2d 118 (2<sup>nd</sup> Cir. 1980), cert. den., 456 U.S. 989(1981) the American Society of Mechanical Engineers was held liable for the act of two of its members. These members, while acting as a volunteer ASME workers, defrauded a third party by deliberately misinterpreting the requirements of one of the ASME codes. The court found ASME liable for the acts of these members because the injured part had no reason to believe the volunteer members' code of interpretation was not "regular" and because the volunteers appeared to be acting within the authority given to them by this Society.

Any Chapter President or Division Chair who intends to give authority to a member to act for SLA, should keep the foregoing in mind.

#### Inspection of Records

New York State law requires SLA to keep correct and complete books and records of account and minutes of the proceedings of its members, Board and Executive Committee, and a list of member names, addresses, and their class or classes of membership.

Although the law permits SLA to impose restrictions on the availability of such information, it is SLA policy to make the same generally available to members. Thus, SLA publishes the names and addresses of all members in the membership directory. Meeting minutes of the Board of Directors, the Executive Committee, and the Annual Business Meeting are available for inspection by members with certain exception that are determined by the Board of Directors. An example is executive session minutes.

#### Antitrust Laws

In recent years, the U.S. antitrust laws have been the basis for actions against certain trade and professional Associations whose activities allegedly restrained competition. The decisions of the United States Supreme Court which struck down ethical codes of Bar Associations, which prohibited advertising are well known examples. The American Dental Association was subject to a similar suit by the Federal Trade Commission. The American medical Association has been subjected to an investigation to determine whether it controls the supply of physicians in the United States through accreditation of medical schools and other practices. The trade and professional Associations which have been subject to these actions are typically Associations of competitors. Because the members of SLA do not compete with each other, it is unlikely that SLA will be subject to an antitrust action such as is described above.

It is worth noting that SLA is essentially an open organization. That is, Association membership is open to any person "who has a serious interest in the objective of the Association" and there are no restrictions on the general public attending SLA meetings. The antitrust actions described above have been based in part on the fact that the particular Association imposed restrictions on membership, and thereby restrained competition. Obviously SLA is not subject to such an attack.

Notwithstanding the foregoing, it is conceivable that a particular Chapter or Division may engage in some activity which might be considered to be anticompetitive, thereby violating antitrust laws. Any member who believes that any such activity is taking place should contact the Executive Director. We must add that to the best of our knowledge, no governmental or private entity has ever claimed that SLA has to any extent violated the U.S. antitrust laws.

#### Bartering

For purposes of the U.S. Internal Revenue Code, a barter transaction is in substance the same as a sales transaction. For example, the exchange of a mailing list for advertising space is the essential equivalent of selling the mailing list for the value of the advertising space. The value of the advertising space is considered to be income to SLA. The comments made in the Tax Status section concerning SLA's tax liability for related business income and unrelated business income will equally apply to value received on a bartering transaction. An example of barter which would generate related income would be an exchange of SLA publications for something of value. An example involving unrelated income would be the one just given, namely, the exchange of a mailing list for something of value, except when this exchange is with another organization exempt under Section 501(c)(3) or (c)(2). The sporadic and occasional bartering transaction of whatever character arguably does not constitute business income of any kind. In all events, every barter exchange transaction by any Chapter or Division should be reported, in writing, to the Director, Finance at the Association office.

#### Association Reserve Funds

Every Association needs the economic security of a reserve fund. Unforeseen demands or loss of income may necessitate the use of funds which are not currently available in the budget. The purpose of a reserve is financial stability – to support the Association through an emergency situation. Accordingly, the reserves maintained by SLA and its Chapters and Divisions should not be used to finance day-to-day operations or activities. An ideal reserve fund would be equal to the regular budget for one year. On June 5-6, 1992, the Board of Directors Approved a recommendation regarding Chapter and Division investment policy that permits funds to be deposited only in principal-protected and insured investment instruments (e.g. checking accounts, passbook savings accounts, CDs and T-bills) or in the Association Pooled Money Market Account. There is no tax on accumulated earnings of a Section 501(c)(3) organization and accordingly, such reserves and any income generated by the same are tax exempt.

#### Appendix C. Leadership Tools Association Policies and Practices

The Special Libraries Association has established Policies and Practices for various topics related to the Association and its operations. Some of the Policies and Practices were established for various program areas in the Association. These Policies and Practices are to serve as informational purposes for SLA Staff, SLA Board of Directors and SLA Association Units. The Policies and Practices are reviewed periodically to ensure that they are still current. If, at any time, you have questions or comments, please do not hesitate to contact the Director, Executive Office at SLA Headquarters.

#### Available Forms:

Annual Report Form Awards nomination Form  
 Call for Annual Conference CE Course Form Chapter Visit Request Form  
 Consultation Report Form Discussion List Request Form Label Roster Request Form  
 Leadership Code of Responsibility Form Leadership Knowledge Center Input Form  
 Quicken Software Request Form for Unit Treasurers Pooled Fund Application Request  
 Pooled Fund Withdrawal Request Form  
 Property Report and Auditor's Certification Form Statement of Liabilities Form

#### Available Handbooks

The following handbooks are available by contacting the Association's Leadership Department or online:

Bulletin Editors Handbook  
 Diversity Leadership Development Program Handbook Fundraising Handbook  
 Government Relations Handbook Program Planners Handbook (1) Strategic Planning Handbook Mentorship Handbook  
 Public Relations Toolkit Tax and Legal

Handbook  
Unit Treasurer Policy & Procedure Manual

- (1) NOTE: The Annual Conference Program Planners Handbook is distributed to Program Planners at the Winter Meeting eighteen (18) months for planning programs at the Annual Conference. For more information about the Program Planners Handbook, contact SLA.

LEADERS.COMmunique

View current and past monthly issue of the e-newsletter for SLA leaders, LEADERS.COMmunique (formerly Leadership Update) at <http://www.sla.org/content/resources/leadcenter/leadresour/update/index.cfm>

Leadership Knowledge Center

In addition to the Practices outlined in this document, another useful resource is the Leadership Knowledge Center. SLA's Leadership Knowledge Center is a database of SLA Unit Best Practices. The goal of the Leadership Knowledge Center is to provide a resource to help SLA unit leaders in administering a successful and efficient unit. The database can be searched by topic, by Chapter, by Division or by Caucus. Best Practices can be added to the Leadership Knowledge Center using the input form.

Robert's Rules of Order

In 1876, General Henry M. Robert set out to bring the rules of the American Congress to members of ordinary societies with the publication of *Pocket Manual of Rules of Order*. It sold half a million copies before this revision of 1915 and made Robert's name synonymous with the orderly rule of reason in deliberative societies. SLA meetings are commonly run utilizing Robert's Rules. For full-text of this Manual see: <http://www.bartelby.com/176>.

SLA Unit Surveys

A listing of surveys and assessments carried out by SLA Chapters, Divisions, and Caucuses in the last few years can be found at: <http://www.sla.org/content/resources/research/unitssurveys.cfm>. Links have been added to online versions where available.

SurveyMonkey

The Association's Leadership Department offers an online survey tool to make your job easier and at no cost to you. We've set up an account for you to use an online survey tool at <http://www.SurveyMonkey.com>. Your sign-in email is: [leadership@sla.org](mailto:leadership@sla.org); and password: slaunits.

You can request a current listing of your unit's emails by completing the label/roster request form at: <http://www.sla.org/content/leadership/resource/requests.cfm> or send the survey link to your discussion list.

Tips for developing a survey can be found at:

<http://www.sla.org/content/resources/leadcenter/leadresour/update/August.cfm#survey>